

## Pay Check Practice

1. Go through your timecards and mark the total time spent in class for the week on each of your time cards.  
NOTE: If you are even one minute late or left one minute early you must dock yourself at least a quarter hour. Maximum hours are 12 per week.
2. Open the Paycheck spreadsheet in Excel. Look at it and observe what you need and what you will be doing.
3. Type in your name, marital status, and number of allowable exemptions.
4. Type in the date of the week worked using the beginning date and end date in the date column. You should have seven weeks worth of dates.
5. Next, type in the hours worked in the correct "Hours Worked" column.
6. For this exercise, your pay rate is 22.75 per hour.
7. Using Excel's functions, calculate your "Gross Wages" for each week.
8. Using Excel's Functions, Calculate the FICA/Medicare tax. For 2012, the tax is 7.65%.  
HINT: Do not forget to change the percent to a decimal.
9. Use the Federal Tax Sheets (starts pg. 38) and the Illinois Tax Sheets (starts pg. 5) you received to figure your taxes on your income.
10. Local Taxes are 1.5%; figure these as well.
11. You pay \$25.00 for Health Insurance and \$5.00 Union Dues per week.
12. Calculate your Net Pay for each week.

Skip three rows and recalculate your time using a biweekly pay scale. In other words, you combine two weeks for a paycheck.

Use \$16.75/hr. for pay rate, \$35.00 for Health Insurance, \$7.50 for Union Dues and all other percentages stay the same. Hint: Watch when using the tax tables that you are using the correct period.

When you are finished, save everything to your dropbox account, print up the spreadsheet, and turn it in by 4pm today.