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## Calculating Payroll

CALCULATORS: Casio: fx-9750G Plus • Casio: CFX-9850G Series

## Student Worksheet

## Discussion

As a business owner a very important part of keeping your staff happy is to pay them. In order to do this you have to calculate payroll. Each year the employees will get a raise, generally calculated by a percentage increase. In this activity you will explore general procedures for calculating the increase in pay for hourly workers and salaried workers.

## Using the Calculator

The following is an example payroll register:

| Worker | Hourly Wage |
| :---: | :---: |
| 1 | 6.25 |
| 2 | 7.50 |
| 3 | 7.00 |
| 4 | 6.80 |
| 5 | 8.50 |

Listed in the table above are the current wages of the workers you have working for you now. You need to give each employee a three percent raise. Use the calculator to calculate the new wages:

- Press the AC/ON button or press the MENU key, then select $\mathbf{2}$ for STAT.
- In the first cell of List 1 type 1.03 EXE.
- In the List 2 type in the hourly wages.
- Highlight the top of List 3 and type OPTN F1: List SHIFT [ 1 SHIFT ] x OPTN F1: List 2 EXE .

Round the number to the nearest penny and enter in the chart:

| Worker | Hourly Wage | New Wage |
| :---: | :---: | :---: |
| 1 | 6.25 |  |
| 2 | 7.50 |  |
| 3 | 7.00 |  |
| 4 | 6.80 |  |
| 5 | 8.50 |  |

Salaried employee raises are calculated in the same way. You must multiply the salary by the percentage increase. Generally, the salary is rounded up to the nearest $\$ 10$ or to the closest $\$ 1$.
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Fill in the chart below using the same procedure as on the previous page.

| Worker | Hourly Salary | New Salary |
| :---: | :---: | :---: |
| 1 | $\$ 32,400$ |  |
| 2 | $\$ 25,000$ |  |
| 3 | $\$ 46,000$ |  |
| 4 | $\$ 23,000$ |  |
| 5 | $\$ 17,450$ |  |

## Practice Problems

In the following chart, you have a list of employees. Use the method above to calculate the new wages and salaries using the given percentage increases:

| Worker | Salary $/ \mathbf{W a g e}$ | Percent Increase | New Salary/Wage |
| :---: | :---: | :---: | :---: |
| 1 | $\$ 30,000 / \mathrm{yr}$ | $4 \%$ |  |
| 2 | $\$ 7.50 / \mathrm{hr}$ | $4 \%$ |  |
| 3 | $\$ 45,250 / \mathrm{yr}$ | $4 \%$ |  |
| 4 | $\$ 21,150 / \mathrm{yr}$ | $4 \%$ |  |
| 5 | $\$ 12.25 / \mathrm{hr}$ | $4.5 \%$ |  |
| 6 | $\$ 33,000 / \mathrm{yr}$ | $4.5 \%$ |  |
| 7 | $\$ 16,000 / \mathrm{yr}$ | $4.5 \%$ |  |
| 8 | $\$ 8.20 / \mathrm{hr}$ | $4.5 \%$ |  |
| 9 | $\$ 12.25 / \mathrm{hr}$ | $5 \%$ |  |
| 10 | $\$ 61,000 / \mathrm{yr}$ | $5 \%$ |  |
| 11 | $\$ 43,000 / \mathrm{yr}$ | $5 \%$ |  |
| 12 | $\$ 7.45 / \mathrm{hr}$ | $5 \%$ |  |
| 13 | $\$ 21,000 / \mathrm{yr}$ | $5 \%$ |  |
| 14 | $\$ 10.50 / \mathrm{hr}$ | $5 \%$ |  |
| 15 | $\$ 11.50 / \mathrm{yr}$ | $5 \%$ |  |
|  |  |  |  |

