

Consumer Economics Time Sheet

CASAS Competencies:

- 4.2.1 Interpret wages, wage deductions, benefits, and time keeping forms

Outcomes:

- Calculate time passed at work
- Use a time sheet table format
- Calculate wages earned per day

Teacher prep and materials:

- Class copies and transparency of Handout 1: Bill's Time Sheet
- Class copies and transparency of Handout 2A: Sue's Time Sheet
- Class copies of Handout 2B: Questions for Sue's Time Sheet
- Class copies of Handout 3A and 2C/3B: Individual Assessment
- Class clock with movable hands

Why?

Warm up:

Ask students how employers know how many hours an employee works? Where does the employee write the hours? How many hours is a full-time job? A part-time job? What is overtime? When does an employee earn overtime?

Use Handout 1: Bill's Time Sheet to introduce a time sheet. Ask students how many hours he works on different days and record those on the handout in the Total Daily Hours column. Point out that Bill records an "out" time and an "in" time on the days he eats lunch. That hour is not included in total daily hours.

What?

Presentation:

Introduce the idea that time sheets are a record of hours worked and must be filled out carefully and accurately by the employee every time period, in order to be paid correctly. Students will continue to look at Handout 1: Bill's Time Sheet as an example of a time sheet. Show students how to calculate number of hours worked and total pay if Bill earns \$9.00 / hour.

Do!

Controlled Practice:

Students work together on Handout 2A, a time sheet for Sue Smith. Review the words found on a time sheet, such as Employee, Pay Period, Total Daily Hours. Students will read sentences on Handout 2B to find information about Sue, and write that information on her time sheet.

Group Practice: Students use Handout 2B to fill in missing days of the week, hours worked and total daily hours. Students determine the hours and wages from sentences they read about employee Sue Smith. There are also some days of the week missing from the time sheet. Note: Handout 2C/3B shows the completed TIME SHEET for 2A.

Correct answers:

- | | | | |
|-------------|-----------|-------------|-----------|
| 1. Thursday | 2. \$30 | 3. Sunday | 4. Friday |
| 5. 1:30 | 6. \$44 | 7. 9:00 | |
| 8. \$45 | 9. Sunday | 10. Tuesday | |

Discuss:

1. Would Sue get paid if she filled in her time card wrong?
2. What would happen if Sue forgot to write in her time on Monday? Would she get paid?
3. What happens if Sue writes the "IN" time but forgets to write the "OUT" time? Would she get paid?
4. What happens if Sue forgets to sign her name?
5. Who is responsible for filling out a timecard?

So What?

Assessment: Students work alone on Handouts 3A and 2C/3B: Individual Assessment.

Correct answers: 1/C, 2/B, 3/B, 4/D, 5/A, 6/B.

Follow-up: The next week, ask the learners to keep a time sheet of their hours and ask them to figure a salary for themselves at different rates of pay.

Bill's Time Sheet

Employee: Jones, Bill		Employee # 77212			
Pay Period Ending: June 25, 2007					
	IN	OUT	IN	OUT	Total Daily Hours
Day of Week					
Monday	9:00	12:00	1:00	3:00	
Tuesday			2:00	4:00	
Wednesday	10:00	12:00	1:00	4:00	
Thursday	9:00	2:00			
Friday	8:00	11:00			
Saturday					
Sunday					

Signature _____

Sue's Time Sheet

Fill in the missing days of the week.
 Fill in the total hours worked each day. Don't include lunch breaks!

Employee: Smith, Sue		Employee # 56312			
Pay Period Ending: Aug. 2, 2007					
	IN	OUT	IN	OUT	Total Daily Hours
Day of Week					
Monday	9:00	1:00			
			2:00	5:30	
Wednesday		12:00	1:00	4:00	6 hours
	8:00	1:00			
	8:00	11:00			
	10:00	12:30	1:30	3:00	

Signature _____

Name _____

Complete these sentences using information from Sue's time sheet on Handout 2A.

1. Sue works 9:00-1:00 on _____.
2. Sue earns \$7.50 an hour. How much does she earn on Monday? _____
3. Sue earns overtime if she works on the weekend. She earns overtime on _____.
4. Sue works only in the morning on _____.
5. Sue works 4 hours on Sunday. What time does Sue's lunch break end on Sunday? _____
6. Overtime pay is \$11.00 per hour. How much does Sue earn on Sunday? _____
7. Sue works 6 hours on Wednesday. What time does she begin work? _____.
8. How much does Sue earn on Wednesday? _____
9. Sue is off work on _____.
10. Sue works only in the afternoon on _____.

Handout 3A: Individual Assessment

Use with Handout 2C/3B

Name _____

Answer the following questions about Sue's salary using the total daily hours on her time sheet on Handout 2C/3B.

Circle the correct letter.

- | | |
|--|--|
| <p>1. Sue earns \$ 8.50 an hour. How much does she earn on Wednesday?</p> <p>a. \$ 45.00
b. \$ 38.15
c. \$ 51.00
d. \$ 55.25</p> | <p>2. How much does Sue earn on Monday?</p> <p>a. \$ 51.00
b. \$ 42.50
c. \$ 62.00
d. \$ 50.00</p> |
| <hr/> | |
| <p>3. How much does Sue earn on Friday?</p> <p>a. \$ 24.50
b. \$ 25.50
c. \$ 26.50
d. \$ 27.50</p> | <p>4. Sue earns \$ 12.00 per hour in overtime pay when she works on weekends. How much does she earn this week in overtime?</p> <p>a. \$ 41.00
b. \$ 55.00
c. \$ 51.00
d. \$ 48.00</p> |
| <hr/> | |
| <p>5. How long is this pay period?</p> <p>a. 1 week
b. 2 weeks
c. 1 month
d. 5 days</p> | <p>6. On what day does Sue work the most hours?</p> <p>a. Monday
b. Wednesday
c. Thursday
d. Friday</p> |

Employee: Her, Sue		Employee # 56485			
Pay Period Ending: Aug. 2, 2007					
	IN	OUT	IN	OUT	Total Daily Hours
Day of Week					
Monday	10:00	12:00	1:00	4:00	5 hours
Tuesday			2:00	5:30	3 ½ hours
Wednesday	9:00	12:00	1:00	4:00	6 hours
Thursday	9:00	1:00			4 hours
Friday	8:00	11:00			3 hours
Saturday	10:00	12:30	1:30	3:00	4 hours

Signature _____