

Accounting I – Ch 13 Preparing Payroll Records – Formative Assignment



Directions:

Open the Ch 13 Payroll Template from the Y Drive and resave to your network drive as Ch 13 Payroll Register 1. Create the payroll register for **Kelso Office Supply Store** – a merchandising partnership.

1. Prepare the payroll register. The date of payment is May 15 of the current year the pay period is for May 1-15 of the current year. Use the federal income tax withholding tables as shown on pages 310-311 in your textbook to find the Federal Tax for each employee. Calculate social security and Medicare tax withheld using 6.5% and 1.5% tax rates respectively.
2. Total out the entire payroll register for each column and apply single and double ruling lines.
3. Include your full name as a header in the document. (Insert Menu – Header) Print out one copy fit to one page in landscape.
4. Go to your teacher’s website and complete the Ch 13 Exit Ticket on the home page of the site (blue button on bottom of page 1)

Empl. No.	Employee’s Name	Marital Status	No. of Allowances	Earnings		Deductions Health Insurance
				Regular	Overtime	
3	Cortez, Robert	S	2	836.00		35.00
4	Edwards, Jennifer	M	3	739.20	12.60	45.00
7	Harper, Keith	S	1	880.00	60.00	
1	Lawson, Nancy	S	1	774.40		
5	Schmidt, Fred	M	2	765.60	26.10	35.00
6	Turner, Ruth	M	3	915.20		45.00
8	Wilson, Gayle	M	2	809.60	55.20	

Reminders:

- Format all money as currency with two decimals.
- Include your full name in the header.
- Widen all columns so all data is shown.
- Use calculation in Excel as necessary – do not do any math by hand! (multiply* and AutoSum will be useful in this assignment)
- Print out one copy scaled to fit one page in landscape.

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ELEMENT	Points Possible	Points Earned
Payroll Register Template Use	2	
Money Formatted for Currency	2	
Use of Formulas	6	
Landscape in Orientation / Scaled to One Page	2	
Columns Widened as Necessary	2	
Typing / Accuracy	6	
Correct Outcome of all Columnar Data	10	
TOTALS:	25	