

Student _____

Date _____

Class _____

Instructor _____

SECTIONS 1-1, 1-2 Hourly Pay and Overtime Pay

Some jobs pay a fixed amount of money for each hour you work. The hourly rate is the amount of money you earn per hour. Straight-time pay is the total amount of money you earn for a pay period at the hourly rate. The overtime rate may be 1½ times your regular hourly rate.

Straight-Time Pay = Hourly Rate × Hours Worked

Overtime Pay = Overtime Rate × Overtime Hours Worked

Total Pay = Straight-Time Pay + Overtime Pay

- Pilar Perez is a truck driver. She earns \$17.65 per hour. She worked 40 hours last week. What was her straight-time pay? _____
- Helen Kulman is a secretary. She earns \$10.65 per hour. She worked 38 hours last week. What is her straight-time pay? _____
- What is the straight-time pay for each of the following for a 40-hour week?
 - locker room attendant _____
 - server _____
 - pantry help _____
 - bus server _____

PRIVATE CLUB SERVICE HELP
 Has opening for locker room attendant (men's) to \$6.90 per hr., bus server to \$6.80 per hr., servers to \$7.73 per hr., Pantry help to \$6.30 per hr. Send resume to P.O. Box 1073, Toledo, OH

- As an electronics technician, Ellen Bero earns \$14.92 per hour. She earns double time for work on Sundays. Last week she worked 38 regular hours plus 5 hours on Sunday. What was her total pay for this week? _____
- Eli Katcher is hired as a landscaper. He works 7¾ hours each day, Monday through Friday. What would his total pay be for the week if he is paid at the:
 - bottom of the pay scale? _____
 - top of the pay scale? _____
- Georgia Kassem installs fencing. She is paid \$7.50 per hour for an 8-hour day and time and a half for overtime for any work over 8 hours per day. What is her pay for a week when she worked, 7, 12, 9, 10, and 10 hours? _____
- Malik Boykin is paid \$8.20 per hour and time and a half for any work over 40 hours per week. Find his total hours and gross pay for each week. _____

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 \$7-\$9.90 PER HOUR
 CAREER CONNECTIONS
 Free resume 865-9786 small fee

	M	T	W	Th	F	S
Week of 3/10	5.5	6	9	12	7	0
Week of 3/17	8	8.5	9	13	4.5	4

- You are a computer technician for Data Control. You earn a regular hourly rate of \$15.40. You earn time and a half for overtime work on Saturdays and double time on Sundays. This week you worked 38 hours from Monday through Friday, 8 hours on Saturday, and 5 hours on Sunday. What is your total pay for the week? _____

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SECTION 1-3 Weekly Time Card

When you work for a business that pays on an hourly basis, you are usually required to keep a timecard. The timecard shows the time you reported for work and the time you departed each day.

$$\text{Total Hours} = \text{Sum of Daily Hours}$$

Compute the hours worked for each day on the timecards. Round each half of the day to the nearest quarter hour. What are the total hours for the week? What is the total pay for the week?

1.

TEMPORARY EMPLOYEE TIMECARD	DATE	IN	OUT	IN	OUT	HOURS
NAME: Amanda Tacket	9/13	7:00	11:00	11:30	4:45	
DEPT: Accounting	9/14	8:10	11:35	12:30	4:35	
Note: No overtime rate.	9/15	8:10	12:00	12:40	4:10	
	9/16	8:20	11:50	12:50	4:50	
	9/17	7:05	11:09	11:50	3:30	
EMPLOYEE SIGNATURE	RATE PER HOUR: \$8.50		TOTAL HOURS			

2.

TEMPORARY EMPLOYEE TIMECARD	DATE	IN	OUT	IN	OUT	HOURS
NAME: Akina Tanaka	4/5	8:00	12:00	1:00	5:00	
DEPT: Auto Parts	4/6	8:10	11:40	12:40	4:10	
Note: Overtime is 1½ on hours over 40.	4/7	8:00	12:05	12:55	5:20	
	4/8	8:30	11:35	12:15	4:30	
	4/9	7:50	11:55	12:40	5:00	
	4/10	7:30	11:45			
EMPLOYEE SIGNATURE	RATE PER HOUR: \$8.40		TOTAL HOURS			

3.

TEMPORARY EMPLOYEE TIMECARD	DATE	IN	OUT	IN	OUT	HOURS
NAME: Eugene Mueller	8/8	7:00	11:15	12:10	4:10	
DEPT: Sales	8/9	6:50	11:00	11:50	4:00	
Note: No overtime rate.	8/10	7:10	11:46	12:34	3:58	
	8/11	7:10	11:10	12:00	4:35	
	8/12	7:05	10:55	11:41	3:25	
EMPLOYEE SIGNATURE	RATE PER HOUR: \$7.50		TOTAL HOURS			

4.

TEMPORARY EMPLOYEE TIMECARD	DATE	IN	OUT	IN	OUT	HOURS
NAME: Nina Surovy	3/19	3:30	7:30	8:15	12:10	
DEPT: Factory Shop	3/20	3:25	7:40	8:30	11:25	
Note: Overtime is 1½ on hours over 40 and all Saturday hours.	3/21	3:32	7:29	8:10	11:30	
	3/22	3:23	7:25	8:05	12:00	
	3/23	3:40	7:40			
	3/24	12:15	6:15			
EMPLOYEE SIGNATURE	RATE PER HOUR: \$13.28		TOTAL HOURS			

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SECTION 1-4 Piecework

Some jobs pay on a piecework basis. You are paid for each item of work that you produce.

$$\text{Total Pay} = \text{Rate per Item} \times \text{Number Produced}$$

- Alva Nunez is a punch press operator for Drummond Machine Company. She earns \$0.95 for every molding she presses. What is her total pay for a week in which she presses 310 moldings? _____
- Keiji Kuroki delivers newspapers for *The Toledo News*. He is paid \$0.06 for every daily paper (Mon.–Fri.) he delivers and \$0.50 for every Sunday paper. What is his pay for a week in which he delivers 574 daily papers and 165 Sunday papers? _____
- Odell Gleaves delivers Danberry Real Estate calendars to town residents after school. He is paid \$0.074 for each calendar he delivers. What is his total pay for a week in which he delivered the following number of calendars? _____

Mon.	Tues.	Wed.	Thurs.	Fri.
100	130	145	138	210

- During the spring Nina Milling assembles bicycles at The Wheeler Dealer. She is paid \$10.00 for each bicycle assembled during a regular work week, \$14.00 for each bicycle assembled on a Saturday, and \$16.00 for each bicycle assembled on a Sunday. What is her total pay for a week in which she assembled the following number of bicycles? _____

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
4	7	6	10	8	4	5

- You are a packer for Acme Bottling Company. You fill cartons with bottles, seal the cartons, and stack them on pallets. Monday through Friday you are paid \$0.41 for each carton you fill. On Saturday you are paid an additional \$0.21 for each carton you fill. What is your total pay for a week in which you filled the following number of cartons? _____

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
210	175	224	160	216	90

- You work in the upholstery department of a furniture factory. You are trained to upholster couches, loveseats, and chairs. You receive \$105 for each couch, \$85 for each loveseat, and \$65 for each chair. During the last 4 weeks you upholstered 5 couches, 6 loveseats, and 5 chairs.
 - What is your total pay for the 4 weeks? _____
 - If you worked 160 hours, what was your hourly rate? _____

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SECTION 1-5 Salary

A salary is a fixed amount of money that you earn on a regular basis. Your salary may be paid weekly, biweekly, semimonthly, or monthly. Your annual salary is the total salary you earn during a year.

$$\text{Salary per Pay Period} = \frac{\text{Annual Salary}}{\text{Number of Pay Periods per Year}}$$

1. Devon Price is a clerk typist. His annual salary is \$18,720. What is his biweekly salary? _____
2. Lorenzo Caballero was just hired as an engineer for Saxon Engineering. His starting salary is \$57,600 annually. What is his semimonthly salary? _____
3. Ralph Konsky was hired as an administrative assistant for Hereford Cattle Company. His annual salary is \$34,100. What is his weekly salary? _____
4. Mary O'Connel is earning a weekly salary of \$521.60 as a payroll clerk. She has accepted a new assignment in the tax processing department. In her new position, she will be paid an annual salary of \$30,534. How much more will she earn per week in her new position? _____
5. Joseph Cheyenne is earning an annual salary of \$24,895. He has been offered the job in the ad. How much more would he earn per month if he is paid the minimum? The maximum? _____
6. Catherine Lewiston is currently earning an annual salary of \$15,080 at Zimmerman Heating Company. She has been offered a job at a steel company at an annual salary of \$16,120. How much more would she earn per week at the steel company than at Zimmerman Heating? _____
7. Debra Arthur earns a weekly salary of \$472 at All Sports. Next month she will be promoted from assistant buyer to head buyer. In her new position she will be paid \$1,200 semimonthly. How much more per year will she earn as head buyer than as assistant buyer? _____
8. You are a first year police officer in Swanton, Ohio. You are earning a monthly salary of \$2,200. Next year you will be given a raise to \$29,890 annually. How much more per month will you earn your second year? _____
9. Consider the two ads for an accounting clerk. If you worked 40 hours per week for 50 weeks, how much would each company pay per hour? _____

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SECTIONS 1-6, 1-7 Commission and Graduated Commission

A commission is an amount of money that you are paid for selling a product or service. Your commission rate may be a specified amount of money for each sale or it may be a percent of the total value of your sales. A graduated commission offers a different rate of commission for each of several levels of sales.

$$\text{Commission} = \text{Commission Rate} \times \text{Total Sales}$$

$$\text{Total Graduated Commission} = \text{Sum of Commissions for All Levels of Sales}$$

1. Jermain Oberlin sells cleaning supplies. He received a straight commission of 12 percent of the selling price of each item sold. What commission will he receive for selling \$2,591.67 worth of cleaning supplies? _____
2. Filipa Robarge sells cosmetics. Her commission is 30 percent of the selling price of every item she sells. What is her commission when she sells cosmetics totaling \$717.53? _____
3. You sell storm windows and doors. You receive a straight commission of 8 percent of the selling price of each storm window and 12 percent of the selling price of each door. What total commission will you receive for selling storm windows worth \$5,400 and doors worth \$790? _____
4. Audrey Sanders sells sports equipment. She is paid a commission of 5.14 percent of her first \$1,500 in sales during the week and 10 percent on all sales over \$1,500. What is her commission in a week during which she sells \$2,510 worth of sports equipment? _____
5. Jasper Carrott sells farm chemicals. He is paid a commission of 9 percent of his first \$6,000 in sales during the month and 14 percent on all sales over \$6,000. What is his commission in a month in which he has sales worth \$16,120? _____
6. Miguel Valdez sells appliances. He is paid an 8 percent commission on the first \$2,000 worth of sales, 10 percent on the next \$2,500, and 15 percent on all sales over \$4,500. What is his commission on \$4,910 worth of sales? _____
7. Cho Sasaki demonstrates microwave ovens at the National Home Show. She is paid \$7 each for the first 7 demonstrations and \$11 for each demonstration over 7. What is her commission for a day in which she makes 12 demonstrations? _____
8. You are paid a commission plus \$5.40 per hour with time and a half overtime for all hours over 8 per day. Your commission consists of 4 percent of the first \$3,000 in sales and 5 percent on all sales over \$3,000. Find your gross pay for a week in which you worked 9 hours on Monday, 8 hours on Tuesday, 11 hours on Wednesday, 9 hours on Thursday, 10 hours on Friday, and 8 hours on Saturday. Your total sales for the week were \$4,115. _____
9. You are the sales manager for Solar Panel Company. You receive a commission based on the total sales of all the salespeople you manage. Your commission is 2 percent of the first \$80,000 of sales, 4 percent of the next \$80,000, and 5 percent of all sales over \$160,000. What is your commission for a month in which your salespeople sold \$242,100 in solar panels? _____