



## Task Title: Completing a Time Card

OALCF Cover Sheet – Learner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** Learners will fill out a time card and calculate the gross wages.

### Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Complete and create documents/B3.1a
- Understand and Use Numbers/Manage money/C1.1
- Understand and Use Numbers/Manage time/C2.1

### Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function

### Learner Information

It is important for employees to track their hours and pay so they can check that the pay recorded on their pay stub is accurate.

Scan Joe's Time Card.

### Joe's Time Card

**PAY: \$16.55 an hour**

**WEEK ENDING: Friday May 31, 2024**

	Start	Finish	Hours
Monday	9:00 a.m.	11:00 a.m.	
Tuesday	8:00 a.m.	2:00 p.m.	
Wednesday	8:00 a.m.	4:00 p.m.	
Thursday	10:00 a.m.	4:00 p.m.	
Friday			
<b>Total Hours</b>			
<b>Total Pay \$</b>			

Task Title: Completing a Time Card\_E\_A2.1\_B3.1a\_C1.1\_C2.1

## Work Sheet

**Task 1: Calculate how many hours Joe worked each day and fill in the time card.**

Answer:

---

**Task 2: Total the hours on the time card and enter in the "Total Hours".**

Answer:

---

**Task 3: Calculate Joe's pay for the week and enter in "Total Pay".**

Answer:

---