

OALCF Task Cover Sheet

Task Title: Completing a Time Card

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
Task Description: It is important for employees to track their hours and pay so they can check that their pay is accurate. In this task, learners will fill out a time card and calculate the gross wages.	
Competency: A: Find and Use Information B: Communicate Ideas and Information C: Understand and Use Numbers	Task Group(s): A2: Interpret documents B3: Complete and create documents C1: Manage money C2: Manage time
Level Indicators: A2.1: Interpret very simple documents to locate specific details B3.1a: Make straightforward entries to complete very simple documents C1.1: Compare costs and make simple calculations C2.1: Measure time and make simple calculations	
Performance Descriptors: see chart on the last page	
Materials Required: <ul style="list-style-type: none">• Time Card (attached)• Task Sheet (attached)• Pen/pencil• Calculator (learner may use a calculator for calculating the pay)	



Task Title: Completing a time card

Task: Every day Joe recorded when he started work and when he finished work. Look at the Time Card.

1. Calculate how many hours Joe worked each day and fill in the time sheet.
2. Total the hours on the time sheet and enter in the "Total Hours".
3. Calculate Joe's pay for the week and enter in "Total Pay".

Time Card

PAY: \$10.60 an hour

WEEK ENDING: Friday May 25, 2011

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

Answers

Instructors' Note:

Review each question individually. If the learner calculated the hours worked incorrectly each day, use their incorrect numbers for the Total Hours worked (this is to see if they can add correctly, while the other is a time calculation). Also use the Total Hours they wrote down to check their answer on Total Pay (this is to see if they can multiply correctly). This is not a culminating task. Authentic tasks should not have their answers based on the correctness of a previous answer.

	Start	Finish	Hours
Monday	9:00 a.m.	11:00 a.m.	2
Tuesday	8:00 a.m.	2:00 p.m.	6
Wednesday	8:00 a.m.	4:00 p.m.	8
Thursday	10:00 a.m.	4:00 p.m.	6
Total Hours			22
			Total Pay \$ \$233.20

Task Title: **Completing a Time Card**

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	<ul style="list-style-type: none"> scans to locate specific details 			
B3.1a	<ul style="list-style-type: none"> makes a direct match between what is requested and what is entered 			
	<ul style="list-style-type: none"> makes entries using familiar vocabulary 			
C1.1	<ul style="list-style-type: none"> adds, subtracts, multiplies and divides whole numbers and decimals 			
	<ul style="list-style-type: none"> identifies and performs required operation 			
	<ul style="list-style-type: none"> interprets and represents costs using monetary symbols and decimals 			
	<ul style="list-style-type: none"> uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) 			
C2.1	<ul style="list-style-type: none"> adds, subtracts, multiplies and divides whole numbers and decimals 			
	<ul style="list-style-type: none"> recognizes values in number and word format 			
	<ul style="list-style-type: none"> understands and uses common date formats 			
	<ul style="list-style-type: none"> identifies and performs required operation 			
	<ul style="list-style-type: none"> measures time using common instruments, such as clocks, timers, and stopwatches 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature