Task Title: Managing Pay and Purchases (Paul)

OALCF Cover Sheet – Practitioner Copy

Learner Name:_____

Date Started (m/d/yyyy):_____

Date Completed (m/d/yyyy):_____

Successful Completion: Yes ☐ No ☐

Goal Path:	Employment	☑	Apprenticeship	☐
Secondary School	☐	Post Secondary	☐	Independence	☑

Task Description: The learner needs to track earnings, expenses, commissions, and lottery winnings.

Competency:
Part A – Worker's Timesheet
- A: Find and Use Information
- B: Communicate Ideas and Information
- C: Understand and Use Numbers

Part B – Calculating Commissions
- A: Find and Use Information
- C: Understand and Use Numbers

Part C – Calculating Lottery Winnings
- A: Find and Use Information
- B: Communicate Ideas and Information
- C: Understand and Use Numbers

Task Groups:
Part A – Worker's Timesheet
- A1: Read continuous text
- A2: Interpret documents

B3: Complete and create documents
C1: Manage money
C2: Manage time

Part B – Calculating Commissions

A1: Read continuous text
C1: Manage money

Part C – Calculating Lottery Winnings

A1: Read continuous text
A2: Interpret documents
B3: Complete and create documents
C1: Manage money

Level Indicators:

Part A – Worker's Timesheet

- A1.1: Read brief texts to locate specific details
- A2.1: Interpret very simple documents to locate specific details
- A2.2: Interpret simple documents to locate and connect information
- B3.1a: Make straightforward entries to complete very simple documents
- C1.2: Make low-level inferences to calculate costs and expenses that may include rates such as taxes and discounts
- C1.3: Find, integrate and analyze numerical information to make multi-step calculations to compare cost options and prepare budgets
- C2.2: Make low-level inferences to calculate using time

Part B- Calculating Commissions

- A1.1: Read brief texts to locate specific details
- C1.1: Compare costs and make simple calculations
- C1.2: Make low-level inferences to calculate costs and expenses that may include rates such as taxes and discounts

Part C – Calculating Lottery Winnings

- A1.1: Read brief texts to locate specific details
- 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

Performance Descriptors: See chart on the last page

Materials Required:

- Pencil or pen
- Calculator
- Task Sheet (attached)
- Answer Sheet (attached)

Learner Information and Tasks

The learner needs to track earnings, expenses, commissions, and lottery winnings.

Learner Instructions:
Please read all 3 parts of this task set.

- Part A is a description of a worker's hours.
- Part B has tasks about earning commissions.
- Part C is a task about calculating lottery winnings.

Part A - Worker's Timesheet

Paul has a summer job working in construction. He does drywall for a small company and is paid $17.60 per hour. He attends summer school at night, so the hours are perfect for him. He does not get paid extra per hour for overtime hours. Last week his timesheet looked like this:

Day	Start Time	Finish Time	Hours	Lunch	Paid Work Hours
Monday	7:00 AM	4:30 PM		1	
Tuesday	7:30 AM	4:00 PM		1	
Wednesday	8:30 AM	4:00 PM		1	
Thursday	7:00 AM	4:15 PM		1	
Friday	7:30 AM	4:45 PM		1	
Saturday					
				Total Hours Worked:	

Paul takes exactly one hour off in the middle of each day for lunch. He is not paid for this hour.

Task 1: From the above description, what is Paul's hourly wage?

Answer:

Task 2: Calculate the hours Paul worked each day and record them in the chart.

Answer:

Task 3: Calculate the total number of hours that Paul will be paid for this week. Remember do not include his lunch hours.

Answer:

Task 4: Calculate Paul's total earnings (gross pay) for this week. You may use a calculator.

Answer:

Task 5: Paul has the following amounts deducted from his pay: Income Tax, $108.00; CPP $41.47 and EI $17.53. Calculate his take-home pay (net pay) after subtracting the deductions from the gross pay.

Answer:

Task 6: When Paul deposits his paycheque into his bank account, he withdraws $75. The teller gives him 3 twenties, 2 fives, 2 toonies, and a loonie. Is this the correct amount of change?

Answer:

Task 7: Paul goes grocery shopping and spends $48.80 cash. Calculate the money he has left from his $75.

Answer:

Part B – Calculating Commissions

There are different ways to be paid for your work. You could be paid by the hour, like Paul, or you might earn a percentage of the dollar value of the goods you sold. This method of payment is called commission. The people who are paid commission are usually real estate agents or car salespersons. You may use a calculator to figure out the commissions earned on goods sold in the following two tasks.

Task 1: Calculate a commission of 3% on the sale of a house sold for $221,000.

Answer:

Task 2: Calculate a commission of 4% on the sale of a car, selling price of $29,999.

Answer:

Part C - Calculating Lottery Winnings

You and **9** of your friends buy a lotto ticket every pay day. You won! The prize is $145,886.29.

Task 1: If the amount of money is shared equally with all 10 people, how much money will you get?

Answer:

Answer Sheet

Part A - Worker's Timesheet

Paul has a summer job working in construction. He does drywall for a small company and is paid **$17.60** per hour. He attends summer school at night, so the hours are perfect for him. He does not get paid extra per hour for overtime hours.

Paul takes exactly one hour off in the middle of each day for lunch. He is not paid for this hour.

Task 1: From the above description, what is Paul's hourly wage?

$17.60

Task 2: Calculate the hours Paul worked each day and record in the chart below.

Day	Start Time	Finish Time	Hours	Lunch	Paid Work Hours
Monday	7:00 AM	4:30 PM	9.5	1	8.5
Tuesday	7:30 AM	4:00 PM	8.5	1	7.5
Wednesday	8:30 AM	4:00 PM	7.5	1	6.5
Thursday	7:00 AM	4:15 PM	9.25	1	8.25
Friday	7:30 AM	4:45 PM	9.25	1	8.25
Saturday					
				Total Hours Worked:	39

Task 3: Calculate the total number of hours that Paul will be paid for this week. Remember do not include his lunch hours.

39

Task 4: Calculate Paul's total earnings (gross pay) for this week. You may use a calculator.

$17.60 X 39=$686.40

Task 5: Paul has the following amounts deducted from his pay: Income Tax, $108.00; CPP $41.47 and EI $17.53. Calculate his take-home pay (net pay) after subtracting the deductions from the gross pay.

Deductions - $108+$41.47+17.53= $167.00

$686.40-$167.00**=** **$519.40**

Task 6: When Paul deposits his paycheque into his bank account, he withdraws $75. The teller gives him 3 twenties, 2 fives, 2 toonies, and a loonie. Is this the correct amount of money?

Yes

Task 7: Paul goes grocery shopping and spends $48.80 cash. Calculate the money he has left from his $75.

$26.20

Part B – Calculating Commissions

There are different ways to be paid for your work. You could be paid by the hour, like Paul, or you might earn a percentage of the dollar value of the goods you sold. This method of payment is called commission. The people who are paid commission are usually real estate agents or car salespersons. You may use a calculator to figure out the commissions earned on goods sold in the following two tasks.

Task 1: Calculate a commission of 3% on the sale of a house sold for $221,000.

$6630

Task 2: Calculate a commission of 4% on the sale of a car, selling price of $29,999.

$1199.96

Part C - Calculating Lottery Winnings

You and **9** of your friends buy a lotto ticket every pay day. You won! The prize is $145,886.29.

Task 1: If the amount of money is shared equally with all 10 people, how much money will you get?

$14,588.63

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	Part A – Worker's Timesheet			
A1.1:	Reads short texts to locate a single piece of information	☐	☐	☐
A2.1:	Scans to locate specific details	☐	☐	☐
	Interprets brief text and common symbols	☐	☐	☐
A2.2:	Extracts information from tables and forms.	☐	☐	☐
	Makes low-level inferences	☐	☐	☐
B3.1a:	Makes a direct match between what is requested and what is entered	☐	☐	☐
C1.1:	Interprets and represents costs using monetary symbols and decimals	☐	☐	☐
C1.2:	Represents costs and rates using monetary symbols, decimals, and percentages.	☐	☐	☐
	Uses strategies to check accuracy (e.g., estimating, using a calculator, repeating a calculation, using the reverse operation)	☐	☐	☐
C1.3:	Finds, integrates, and analyses numerical information (e.g., tables, graphs)	☐	☐	☐
	Uses strategies to check accuracy (e.g., estimating, using a	☐	☐	☐

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	calculator, repeating a calculation, using the reverse operation)	☐	☐	☐
C2.2:	Interprets and applies rates (e.g., $/hr, km/hr, cooking time/pound)	☐	☐	☐
	Makes simple estimates	☐	☐	☐
	Interprets, represents, and converts time using whole numbers, decimals, percentages, ratios, and simple, common fractions (e.g. ½, ¼)	☐	☐	☐
	Selects appropriate steps to reach solutions	☐	☐	☐
	Uses strategies to check accuracy (e.g., estimating, using a calculator, repeating a calculation, using the reverse operation)	☐	☐	☐
	Part B – Calculating Commissions			
A1.1:	Reads short texts to locate a single piece of information.	☐	☐	☐
C1.1:	Interprets and represents costs using monetary symbols and decimals.	☐	☐	☐
C1.2:	Represents costs and rates using monetary symbols, decimals, and percentages.	☐	☐	☐
	Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation,	☐	☐	☐

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	using the reverse operation)			
	Part C - Calculating Lottery Winnings			
A1.1:	Reads short texts to locate a single piece of information.	☐	☐	☐
A2.1:	Scans to locate specific details.	☐	☐	☐
	Interprets brief text and common symbols.	☐	☐	☐
A2.2:	Extracts information from tables and forms.	☐	☐	☐
	Makes low-level inferences.	☐	☐	☐
B3.1a:	Makes a direct match between what is requested and what is entered.	☐	☐	☐
C1.1:	Interprets and represents costs using monetary symbols and decimals.	☐	☐	☐

This task:

Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner Signature: