

## OALCF Task Cover Sheet

**Task Title:** Payroll Record

|  |   |
|--|---|
| <b>Learner Name:</b>   |   |
| <b>Date Started:</b>   | <b>Date Completed:</b>  |
| <b>Successful Completion:</b> Yes ___ No ___   |   |
| <b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___   |   |
| <b>Task Description:</b><br>Administrative clerks process forms filled out by employees  |   |
| <b>Competency:</b><br>A: Find and Use Information<br>C: Understand and Use Numbers   | <b>Task Group(s):</b><br>A2: Interpret documents<br>C4: Manage data |
| <b>Level Indicators:</b><br>A2.2: Interpret simple documents to locate and connect information<br>A2.3: Interpret somewhat complex documents to connect, evaluate and integrate information<br>C4.2: Make low-level inferences to organize, make summary calculations and represent data |   |
| <b>Performance Descriptors:</b> see chart on last page   |   |
| <b>Materials Required:</b> <ul style="list-style-type: none"><li>• Pen/Paper</li><li>• Payroll Record Tasks and Document</li></ul>   |   |

**Payroll Record**

Administrative clerks process forms filled out by employees. Look at the Payroll Record.

**Task 1** Circle, underline, or highlight the unit that the clerk enters into the computer.

**Task 2** The clerk notices that the total for the **hours worked** column is missing. Enter this total on the form.

**Task 3** The employee was not at work every day. The clerk notes that some of these days are with pay and some are without pay. Only those hours in the TOTAL Hrs. column will be paid.

a) Which of these absent dates are paid days?

b) Which of these absent dates are without pay?

Name of Employee: Maria Anton

Unit: LTU

TEACHERS

Pay Period: Feb 19 – Mar 4, 2006

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## PAYROLL RECORD

| Classroom Hrs                    | Date      | Day | Hours Worked | Stat. Hrs | Sick Hrs | Other Hours | Banked OT hrs. taken in lieu | Banked OT hrs. paid | P/N Hrs. | P/O Hrs. | Vac. Hrs. | Bereave Hours | Union Hrs. | TOTAL Hrs. | Leave Hrs. (PL/ WCB/ LA/IL) |
|----------------------------------|-----------|-----|--------------|-----------|----------|-------------|------------------------------|---------------------|----------|----------|-----------|---------------|------------|------------|-----------------------------|
|                                  | Feb 19/06 | Sun |              |           |          |             |                              |                     |          |          |           |               |            |            |                             |
|                                  | Feb 20/06 | Mon | 6.5          |           |          |             |                              |                     |          |          |           |               |            | 6.5        |                             |
|                                  | Feb 21/06 | Tue | 6.5          |           |          |             |                              |                     |          |          |           |               |            | 6.5        |                             |
|                                  | Feb 22/06 | Wed |              |           | 6.5      |             |                              |                     |          |          |           |               |            | 6.5        |                             |
|                                  | Feb 23/06 | Thu | 6.5          |           |          |             |                              |                     |          |          |           |               |            | 6.5        |                             |
|                                  | Feb 24/06 | Fri |              |           |          |             |                              |                     |          |          |           |               |            |            | 6.5                         |
|                                  | Feb 25/06 | Sat |              |           |          |             |                              |                     |          |          |           |               |            |            |                             |
| <b>Sub Total 1</b>               |           |     | 19.5         |           |          |             |                              |                     |          |          |           |               |            | 26.0       | 6.5                         |
|                                  | Feb 26/06 | Sun |              |           |          |             |                              |                     |          |          |           |               |            |            |                             |
|                                  | Feb 27/06 | Mon | 6.5          |           |          |             |                              |                     |          |          |           |               |            | 6.5        |                             |
|                                  | Feb 28/06 | Tue |              |           |          |             |                              |                     | 6.5      |          |           |               |            | 6.5        |                             |
|                                  | Mar 01/06 | Wed | 6.5          |           |          |             |                              |                     |          |          |           |               |            | 6.5        |                             |
|                                  | Mar 02/06 | Thu | 6.5          |           |          |             |                              |                     |          |          |           |               |            | 6.5        |                             |
|                                  | Mar 03/06 | Fri | 6.5          |           |          |             |                              |                     |          |          |           |               |            | 6.5        |                             |
|                                  | Mar 04/06 | Sat |              |           |          |             |                              |                     |          |          |           |               |            |            |                             |
| <b>Sub Total 2</b>               |           |     | 26.0         |           |          |             |                              |                     | 6.5      |          |           |               |            | 32.5       |                             |
| <b>*Add Sub Totals 1 &amp; 2</b> |           |     |              |           | 6.5      |             |                              |                     | 6.5      |          |           |               |            | 58.5       | 6.5                         |

+Stat. holiday

Employee's Signature: Maria Anton

Supervisor's Signature: \_\_\_\_\_

**UNDERSTANDINGS:**

Unpaid Hrs: Parenting Leave/Worker's Safety and Insurance Board/Leave of Absence/Indefinite Leave

Other Hrs: Training on weekdays

*This document has been adapted with permission from Saskatoon Open Door Society***Payroll Record****NOC 1441 Administrative Clerks**

## Payroll Record NOC 1441 Administrative Clerks

### Answer Key

**Task 1**      LTU

**Task 2**      45.5

**Task 3**      a) Feb 22/06, Feb 28/06

b) Feb 24/06

**Task Title: Payroll Record**

| Performance Descriptors |  | Needs Work | Completes task with support from practitioner | Completes task independently |
|-------------------------|--|------------|---|------------------------------|
| A2.2                    | <ul style="list-style-type: none"> <li>Extracts information from tables and forms</li> </ul>   |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>Uses layout to locate information</li> </ul>  |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>Makes connections between parts of documents</li> </ul>   |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>Makes low-level inferences</li> </ul>   |            |   |                              |
| A2.3                    | <ul style="list-style-type: none"> <li>performs complex searches using multiple search criteria</li> </ul>   |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks</li> </ul>                    |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>integrates several pieces of information from documents</li> </ul>  |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>uses layout to locate information</li> </ul>  |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>makes inferences and draws conclusions from information displays</li> </ul>                                   |            |   |                              |
| C4.2                    | <ul style="list-style-type: none"> <li>calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers</li> </ul> |            |   |                              |
|                         | <ul style="list-style-type: none"> <li>chooses and performs required operation(s); may make inferences to identify required operation(s)</li> </ul>  |            |   |                              |

**This task:** was successfully completed\_\_\_\_ needs to be tried again\_\_\_\_

|                         |
|-------------------------|
| <b>Learner Comments</b> |
|                         |

\_\_\_\_\_  
**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**