

## Excel 3 – Payroll

For this exercise the student's will work with developing basic calculations for total hours worked, regular pay and overtime pay. This includes working with formatting numbers and formulas, and editing an existing spreadsheet. After reviewing the tutorials, follow the instructions on creating a Payroll spreadsheet.

### Instructions

**Download these files:** [Excel 3 Outline - Payroll, Payroll Student.xlsx](#)

**Review:** [Beginning Spreadsheet Tutorial - Add formulas and references](#); [Basic Math in Excel](#); [Add number in Excel](#)

### Objectives

- Open an existing spreadsheet
- Save a workbook
- Modify data
- Calculate total hours
- Format numbers
- Use formulas

### The spreadsheet must include:

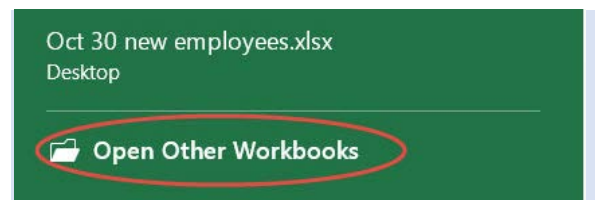
- Edit a workbook
- Complete all calculations
- Format data correctly

## 1. Open a workbook

1. **Open:** *MS Office 2013 Excel* spreadsheet program
2. **Download:** the *Payroll Student* spreadsheet from this assignment to your class folder
3. **Double click:** on *file name* to open

Or

4. **Open:** *MS Office 2013 Excel* spreadsheet program
5. **Select:** *Open Other Workbooks*, find the *Payroll Student* file and **open**

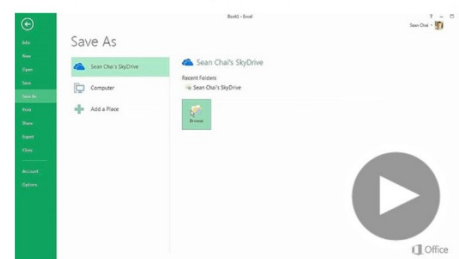


## 2. Save the spreadsheet

Save the spreadsheet the first time by following these steps:

1. **Click** on the *File* tab; **Click:** *Save As*
2. **Select** or **browse** to a folder you created on the desktop
3. In the *File name* box, **type** a name for the document: **lastname\_Excel 3**

Video: Save and print an Excel workbook



4. **Click:** Save

Remember to **Save** (Ctrl+S) as you complete each step.

**3. Calculate the Total Hours**

Calculate the Total Hours each employee worked.

1. **Insert** the *formula* for Total Hours in **cell E8**
2. **Click** on the *handle* and **drag** the *box* down to **cell E17**

**Note:** Autofill copies the formula AND replaces the cell reference numbers to corresponding rows.

Jennifer Farmer	40	3	15	43
Bob Cow	35		22	
John Smith	40	4	19	
Cody Cutter	29		18	
Jenny Scout	37		16	
Ethan Soils	39		14	
Ashley Weeds	40	2	22	
Dennis Plainer	40	8	20	
Chris Zwifer	38		15	
Josh Protection	32		19	

**4. Calculate Regular Pay**

Calculate the Regular Pay for all employees.

1. **Insert** the *formula* for Regular Pay in **cell F8**
2. **Finish** calculating Regular Pay for all employees

Jennifer Farmer	40	3	15	43	
Bob Cow	35		22	35	
John Smith	40	4	19	44	

**5. Calculate Overtime Pay and Gross Pay**

Calculate the Overtime Pay ONLY for employees who worked overtime.

1. **Insert** the *formula* for Overtime Pay in **cell G8**.  
Include 1.5 times the pay for overtime
2. **Place a parenthesis** around the functions to be completed first; i.e., Hourly pay + (Overtime hours \* x 1.5)
3. **Finish** calculating Overtime Pay for all employees

	Overtime Hours	Hourly Pay	Total Hours	Regular Pay	Overtime Pay	Gross
40	3	15	43	\$ 600.00	=	
35		22	35			

Calculate the Gross Pay for all employees

1. **Insert** the *formula* for Regular Pay in **cell H8**
2. **Finish** calculating Gross Pay for all employees

Hourly Pay	Total Hours	Regular Pay	Overtime Pay	Gross Pay
15	43	\$ 600.00	\$ 67.50	
22	35			
19	44			

## 6. Save your work

Click the *Save* button on the *Quick Access Toolbar*, or press Ctrl+S.



Remember to **Save** (Ctrl+S) as you complete each step.

## 7. Upload the completed spreadsheet to Excel 3

1. **Click:** *File > Save*

After completion save the file one more time and upload the file to this assignment:

1. **Click:** on the *title*
2. **Select:** *Add Submission*
3. **Drag and drop** the *file* into the box, or **select** the *file* to upload
4. **Select:** *Save Changes*

