

OALCF Task Cover Sheet

Task Title: Resolving pay problems at work

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: The student will read a story problem about a paycheque issue, calculate the error, and suggest how to get the error fixed.	
Competency: A. Find and Use Information B. Communicate Ideas and Information C. Understand and Use numbers	Task Group(s): A1. Read continuous text A2. Interpret documents B2. Write continuous text C1. Manage money C2. Manage Time
Level Indicators: A1.2: Read texts to locate and connect ideas and information A2.2: Interpret simple documents to locate and connect information B2.2: Write texts to explain and describe information and ideas C1.2: Make low-level inferences to calculate costs and expenses that may include rates such as taxes and discounts C2.2: Make low-level inferences to calculate using time	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Pen or pencil and paper• Calculator	

Instructor Preparation: Review the learner sheets. Help the learner prepare with skill-building activities such as: calculating rates (e.g. dollars per hour), and time (e.g. how many hours between 8am and 6pm). Also work on paystub-related activities with the learner (e.g. identify parts of the paystub document, and its purpose). Please note that for this task we are using gross pay rather than net.

Task Title: Solving pay problems at work

Employees often need to resolve problems on their paycheques. They often do this by speaking with a supervisor, manager or human resources person to ensure they get paid for the correct number of hours they worked. It is important for the employee to find out when any shortages in pay will be given to the employee.

Caitlin Smith works at Swiss Chalet restaurant. She works from 9 am to 5 pm five days a week. She makes \$7.75 an hour. She gets paid every 2 weeks. The money goes into her bank account automatically. Here is her pay stub.

SWISS CHALET			
Pay stub for employee: Caitin Smith Emp # 2234			
Description	Rate	Hours	Earnings
Regular Earnings	7.75	72.00	558.00
Overtime Earnings	0.00	0.00	0.00
Back Pay	0.00	0.00	0.00
Holiday Earnings	0.00	0.00	0.00
Vacation Earnings	0.00	0.00	0.00
	Earnings	Deposit Number	Amount of Cheque
Pay Period 01/02/13 -01/16/13	\$558.00	1123	\$558.00
Year to Date			
Approved by: Bob Vila: Manager			

Task 1: Based on Caitlin's normal work week, calculate how many hours short Caitlin's paycheque is according to this paystub.

Task 2: Based on Caitlin's normal work week, calculate how many dollars Caitlin's paycheque is short according to this pay stub.

Task 3: Circle or highlight the name of the person Caitlin should talk to about her paycheque being short?

Task 4: List 3 or 4 points Caitlin should mention when she reports her paycheque problem.

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Answer sheet

Task 1: Regular hours are 9-5 (8 hours), 5 days per week. Pay is every two weeks.

$$8 \times 5 \times 2 = 80 \text{ hours}$$

$$80 - 72 = \mathbf{8 \text{ hours}}$$

Task 2: $8 \times 7.75 = \mathbf{\$62.00}$

Task 3: the name **Bob Vila: Manager** should be circled or highlighted

Task 4: four points to mention to the manager:

- She always works 40 hours per week
- She was only paid for 72 hours
- She gets paid \$7.75/hour so she is short \$62.00
- She should give the Manager an idea of when she expects this pay problem to be resolved

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	<ul style="list-style-type: none"> Scans text to locate information 			
	<ul style="list-style-type: none"> Makes low-level inferences 			
	<ul style="list-style-type: none"> Reads more complex texts to locate a single piece of information 			
A2.2	<ul style="list-style-type: none"> Performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> Extracts information from tables and forms 			
	<ul style="list-style-type: none"> Uses layout to locate information 			
	<ul style="list-style-type: none"> Makes connections between parts of documents 			
	<ul style="list-style-type: none"> Makes low-level inferences 			
B2.2	<ul style="list-style-type: none"> Writes texts to explain and describe 			
	<ul style="list-style-type: none"> Begins to sequence writing with some attention to organizing principles 			
	<ul style="list-style-type: none"> Uses limited range of vocabulary and punctuation appropriate to the task 			
C1.2	<ul style="list-style-type: none"> Calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers 			
	<ul style="list-style-type: none"> Interprets and applies rates (e.g. \$/hr) 			
	<ul style="list-style-type: none"> Chooses and performs required operation(s); may make inferences to identify required operations 			
	<ul style="list-style-type: none"> Selects appropriate steps to reach solutions 			
	<ul style="list-style-type: none"> Represents costs and rates using monetary symbols, decimals and percentages 			

	<ul style="list-style-type: none"> • Uses strategies to check accuracy 			
C2.2	<ul style="list-style-type: none"> • Calculates using numbers expressed as whole numbers, fractions, decimals and percentages 			
	<ul style="list-style-type: none"> • Interprets and applies rates (e.g. \$/hr) 			
	<ul style="list-style-type: none"> • Interprets, represents and converts time using whole numbers, decimals, percentages, ratios and simple, common fractions. 			
	<ul style="list-style-type: none"> • Chooses and performs required operation(s); may make inferences to identify required operation(s) 			
	<ul style="list-style-type: none"> • Selects appropriate steps to reach solutions 			
	<ul style="list-style-type: none"> • Uses strategies to check accuracy 			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature