



Task Title: Resolving Pay Problems at Work

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Learner will review a pay stub and complete calculations to explain a paycheque error to a supervisor.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Write continuous text/B2.2
- Understand and Use Numbers/Manage money/C1.2
- Understand and Use Numbers/Manage time/C2.2

Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function

Learner Information

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. Under the Employment Standards Act, it is illegal for an employer to hold back wages, so it is important for them to know when any shortages in pay have occurred.

Scan Caitlin Smith’s Story.

Caitlin Smith Story and Pay Stub

Caitlin Smith works at a local restaurant. She works from 9am to 5pm five days a week. She makes \$16.55 an hour. She gets paid every two weeks. The money goes into her bank account automatically.

Review Caitlin’s pay stub.

LOCAL RESTAURANT			
Pay stub for employee: Caitin Smith Emp # 2234			
Description	Rate	Hours	Earnings
Regular Earnings	16.55	72.00	1,191.60
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 01/02/24 -01/16/24	\$1,191.60	1123	\$1,191.60
Year to Date			
Approved by: Bob Vila: Manager			

Work Sheet

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

Answer:

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

Answer:

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

* If completing this task digitally, enter your answer here:

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

Answer:
