



**Task Title: Resolving Pay Problems at Work**

OALCF Cover Sheet – Practitioner 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

## Information for Instructors/Practitioners

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 their purpose). Please note that for this task gross pay is used rather than net pay.

## 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.

<b>LOCAL RESTAURANT</b>			
<b>Pay stub for employee: Caitin Smith Emp # 2234</b>			
<b>Description</b>	<b>Rate</b>	<b>Hours</b>	<b>Earnings</b>
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
	<b>Earnings</b>	<b>Deposit Number</b>	<b>Amount of Cheque</b>
<b>Pay Period</b> <b>01/02/24 -01/16/24</b>	\$1,191.60	1123	\$1,191.60
<b>Year to Date</b>			
<b>Approved by:</b> 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:

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

Answer:

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**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:

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

Answer:

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## Answers

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

Answer: 8 hours

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

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

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

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

Answer:  $8 \times \$16.55 = \$132.40$

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

Answer: Bob Villa, Manager should be circled or highlighted

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

Answer: Any of the following

- she always works 40 hours per week
- she was only paid for 72 hours
- she gets paid \$16.55/hour so she is short \$132.40
- she should ask the manager when she can expect this pay problem to be resolved
- she could ask the manager how this problem could be prevented in the future

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	makes low-level inferences			
	reads more complex texts to locate a single piece of information			
A2.2	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
B2.2	writes texts to explain and describe			
	uses limited range of vocabulary and punctuation appropriate to the task			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
C1.2	calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers			
	interprets and applies rates (e.g. \$/hr)			
	selects appropriate steps to reach solutions			
	represents costs and rates using monetary symbols, decimals and percentages			
	uses strategies to check accuracy			
C2.2	calculates using numbers expressed as whole numbers, fractions, decimals and percentages			
	interprets and applies rates (e.g. \$/hr)			

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	interprets, represents and converts time using whole numbers, decimals, percentages, ratios and simple, common fractions			
	uses strategies to check accuracy			

This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

\_\_\_\_\_

Learner (print):

\_\_\_\_\_