

Task Title: Completing a Time Card

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** Learners will fill out a time card and calculate the gross wages.

**Main Competency/Task Group/Level Indicator:**

* Find and Use Information/Interpret documents/A2.1
* Communicate Ideas and Information/Complete and create documents/B3.1a
* Understand and Use Numbers/Manage money/C1.1
* Understand and Use Numbers/Manage time/C2.1

**Materials Required:**

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

# Learner Information

It is important for employees to track their hours and pay so they can check that the pay recorded on their pay stub is accurate.

Scan Joe’s Time Card.

**Joe’s Time Card**

**PAY: $16.55 an hour**

**WEEK ENDING: Friday May 31, 2024**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Start | Finish | Hours |
| Monday | 9:00 a.m. | 11:00 a.m. |  |
| Tuesday | 8:00 a.m. | 2:00 p.m. |  |
| Wednesday | 8:00 a.m. | 4:00 p.m. |  |
| Thursday | 10:00 a.m. | 4:00 p.m. |  |
| Friday |  |  |  |
|  | **Total Hours** | |  |  |
|  | **Total Pay $** | |  |  |

# Work Sheet

**Task 1: Calculate how many hours Joe worked each day and fill in the time card.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 2: Total the hours on the time card and enter in the “Total Hours”.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 3: Calculate Joe’s pay for the week and enter in “Total Pay”.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Answers

|  |  |  |  |
| --- | --- | --- | --- |
|  | Start | Finish | Hours |
| Monday | 9:00 a.m. | 11:00 a.m. | 2 |
| Tuesday | 8:00 a.m. | 2:00 p.m. | 6 |
| Wednesday | 8:00 a.m. | 4:00 p.m. | 8 |
| Thursday | 10:00 a.m. | 4:00 p.m. | 6 |
|  |  |  |  |
|  | Total Hours | | 22 |  |
|  | Total Pay $ | | $364.10 |  |

**Note for Instructors**: Review each question individually. If the learner calculated the hours worked incorrectly each day, use their incorrect numbers for the Total Hours worked (this is to see if they can add correctly, while the other is a time calculation). Also use the Total Hours they wrote down to check their answer on Total Pay (this is to see if they can multiply correctly). This is not a culminating task. Authentic tasks should not have their answers based on the correctness of a previous answer.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A2.1 | scans to locate specific details |  |  |  |
| B3.1a | makes a direct match between what is requested and what is entered |  |  |  |
| C1.1 | adds, subtracts, multiples and divides whole numbers and decimals |  |  |  |
|  | identifies and performs required operation |  |  |  |
|  | interprets and represents costs using monetary symbols and decimals |  |  |  |
|  | uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) |  |  |  |
| C2.1 | adds, subtracts, multiplies and divides whole numbers and decimals |  |  |  |
|  | understands and uses common date formats |  |  |  |
|  | identifies and performs required operation |  |  |  |
|  | measures time using common instruments, such as clocks, timers and stopwatches |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**