

# Spreadsheet Guide

## Step-by-Step Instructions

### Problem 12-6 Preparing a Payroll Register

#### Complete the Spreadsheet

- Step 1** Read the instructions for Problem 12-6 in your textbook. This problem involves preparing a payroll register.
- Step 2** Launch the Spreadsheet Problem.

PROBLEM 12-6  
PREPARING A PAYROLL REGISTER

(name)  
(date)

PAYROLL REGISTER  
PAY PERIOD ENDING OCTOBER 9, 20--

EMPLOYEE NUMBER	NAME	MARITAL STATUS	ALLOW. HOURS	TOTAL HOURLY RATE	EARNINGS		>	<	NET PAY
					REGULAR	OVERTIME			
108	Dumser, James				0.00	0.00	>	<	0.00
112	Job, Gail				0.00	0.00	>	<	0.00
102	Liptak, James				0.00	0.00	>	<	0.00
109	Stern, Bruce				0.00	0.00	>	<	0.00
TOTAL					0.00	0.00	>	<	0.00

- Step 3** Type your name and today's date in the cells containing the *(name)* and *(date)* placeholders.
- Step 4** Type the marital status, number of allowances, total hours worked, and hourly rate for each employee in the appropriate cells of the spreadsheet template. The spreadsheet template will automatically calculate the regular earnings, overtime earnings, total earnings, Social Security tax, Medicare tax, and state income tax for each employee.



**TIP:** The cells for Social Security tax, Medicare tax, and state income tax are set up to round these numbers to two decimal places. When you are typing data in this spreadsheet template, always round numbers to two decimal places when rounding is necessary.

- Step 5** Use the tax tables in your textbook to determine the federal income tax for each employee. Type the federal income tax for each employee.
- Step 6** Type the hospital insurance deduction of \$6.75 for the employees who have health and hospital insurance.
- Step 7** Type the union dues of \$4.50 for the employees who are union members. The spreadsheet template automatically calculates the total deductions and net pay for each employee.

- Step 8** Save the spreadsheet using the **Save** option from the **File** menu. You should accept the default location for the save as this is handled by the management system.
- Step 9** Print the completed spreadsheet.

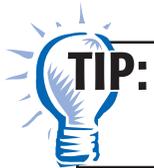
**TIP:**

If your spreadsheet is too wide to fit on an 8.5-inch wide piece of paper, you can change your print settings to print the worksheet *landscape*. Some spreadsheet applications also allow you to choose a “fit to page” option. This function will reduce the width and/or depth of the worksheet to fit on one page.

- Step 10** Exit the spreadsheet program.
- Step 11** In the Close Options window, select the location where you would like to save your work.
- Step 12** Complete the Analyze activity from your textbook for this problem.

**What-If Analysis**

If James Dumser worked 43 hours, what would his net pay be?

**TIP:**

Remember to update the federal withholding tax to reflect Mr. Dumser’s gross pay.