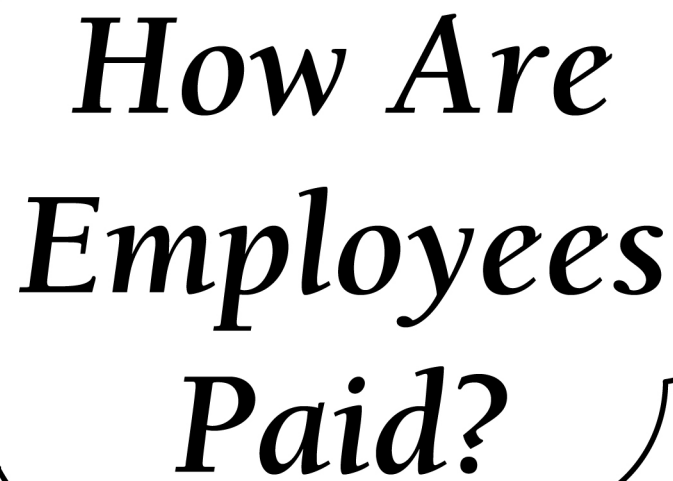


Name: _____

Date: _____

BLM 1-1

How Are Employees Paid?



*How Are
Employees
Paid?*

Name: _____

Date: _____

BLM 1-2

Commission Salary Template

	Pay Period	Sales	Commission	Total Earnings
A				
B				

Weekly Sales	Commission Earnings	Base Salary	Total

Name: _____

Date: _____

Timing of Earnings



Name	Employer	How Paid (e.g., hourly)	Estimated Hours Per Week	Pay Schedule (e.g., every Thursday)



Name: _____

Date: _____


Three-Month Calendar



		MAY							
S	M	T	W	T	F	S			
	1	2	3	4	5	6			
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29	30	31						

		JUNE							
S	M	T	W	T	F	S			
				1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30				

		JULY							
S	M	T	W	T	F	S			
						1			
2	3	4	5	6	7	8			
9	10	11	12	13	14	15			
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30	31								

		MAY							
S	M	T	W	T	F	S			
	1	2	3	4	5	6			
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29	30	31						

		JUNE							
S	M	T	W	T	F	S			
				1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30				

		JULY							
S	M	T	W	T	F	S			
						1			
2	3	4	5	6	7	8			
9	10	11	12	13	14	15			
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30	31								

Name: _____

Date: _____

Chapter 1 Word Puzzle

Use the terms in the box to solve the clues. Then complete the crossword puzzle.

base salary	bi-weekly	commission	deductions	double time
fixed expense	gross pay	non-salaried	overtime	pay package
pay schedule	piecework	salary	semi-monthly	time and a half
vacation pay				

The crossword puzzle grid consists of 16 numbered starting points for words:

- 1: Down, 10 letters
- 2: Down, 4 letters
- 3: Down, 6 letters
- 4: Down, 6 letters
- 5: Down, 6 letters
- 6: Across, 10 letters
- 7: Down, 4 letters
- 8: Across, 10 letters
- 9: Across, 10 letters
- 10: Down, 4 letters
- 11: Across, 10 letters
- 12: Down, 6 letters
- 13: Across, 6 letters
- 14: Down, 6 letters
- 15: Across, 6 letters
- 16: Across, 6 letters

Name: _____

Date: _____

BLM 1-5
(continued)

Clues

1. He has a bi-monthly _____ (2 words). This means that he gets paid twice a month.
2. Many people receive 4% of their annual salary as _____ (2 words).
3. Servers are usually paid by the hour. They do not earn a set salary. This type of payment is referred to as _____.
4. Apartment rent is referred to as a _____ (2 words) because you have to pay it each month.
5. He usually earns \$7.25/h. When he receives _____ (2 words), he gets \$14.50/h.
6. _____ (2 words) is someone's total earnings before any deductions.
7. People with a _____ pay schedule are paid twice a month.
8. She usually earns \$7/h. When she receives _____ (4 words), she receives \$10.50/h.
9. The real estate agent earned a 10% _____ for selling that property.
10. Her _____ (2 words) includes health and dental benefits.
11. That sales person receives commission plus a small _____ (2 words).
12. The seamstress is paid by _____. She receives a small amount for each shirt she completes.
13. Costs, such as taxes, that are removed from total earnings are called _____.
14. She has a _____ of \$30 100 per year.
15. People with a _____ payment schedule are paid every second week.
16. _____ refers to receiving extra pay for working extra hours or holidays.

Name: _____

Date: _____

Chapter 1 Word Search

Use the terms in the box to solve the clues. Then circle these words in the Word Search puzzle.

base salary	commission	deductions	double time	financial
fixed expense	gross pay	overtime	pay package	pay schedule
piecework	salary	sales period	time and a half	vacation pay
wage				

H B G I E I I H W S U U K N N O Q C L D
 U N K T I M E A N D A H A L F V U P F R
 D O U B L E T I M E S E F F R E Z T Z K
 P I E C E W O R K K L Q W H S R F T H L
 X V I F Q V V D T U W G J R A T W E B G
 W N E B T E R L D I M S Z I L I B N A P
 Y Z H Q D C V E V K S L A B E M J O S A
 V K A K T V H H Z D H G C H S E L S E Y
 A N S S B C G R O S S P A Y P E U L S P
 C K A Q S K W K X K D H H G E G X F A A
 A Q L Y D E D U C T I O N S R P F N L C
 T N A V W A G E O N F B S F I C L P A K
 I P R Z F I N A N C I A L H O R T C R A
 O E Y B Q U Y P I S O Y J U D K S Y Y G
 N N O B N C O M M I S S I O N I K W L E
 P S D S C G Q F I X E D E X P E N S E E
 A N N Y U P A U I M L Y O Z W N S D S S
 Y D H R W L V M R C P N W U T Z B B P C

Clues

- _____ (2 words) is someone's total earnings before any deductions.

Name: _____

Date: _____

BLM 1-6
(continued)

2. The seamstress is paid by _____. She receives a small amount for each shirt she completes.
3. Her commission is figured out on a two-week _____ (2 words).
4. The real estate agent earned a 10% _____ for selling that property.
5. Her _____ (2 words) includes health and dental benefits.
6. That sales person receives commission plus a small _____ (2 words).
7. She has a _____ of \$30 100 per year.
8. She usually earns \$7/h. When she receives _____ (4 words), she receives \$10.50/h.
9. His _____ is \$8.75 per hour.
10. _____ refers to receiving extra pay for working extra hours or holidays.
11. Many people receive 4% of their annual salary as _____ (2 words).
12. Apartment rent is referred to as a _____ (2 words) because you have to pay it each month.
13. He has a bi-monthly _____ (2 words). This means that he gets paid twice a month.
14. Costs, such as taxes, that are removed from total earnings are called _____.
15. He usually earns \$7.25/h. When he receives _____ (2 words), he gets \$14.50/h.
16. _____ planning refers to thinking ahead about how and where you will spend your money.

Chapter 1 Practice Test

1. You are considering applying for the following job. List three questions that you could ask this employer during an interview.

SALES HELP NEEDED. We are hiring additional staff for our Christmas Shopping Season. Full-time work for 4–8 weeks. BONUSES will be given at end of holiday season. Apply at 2100 Eastern Road.

- a) _____
- b) _____
- c) _____

2. A ski shop is hiring salespeople for part-time work. The store pays all salespeople a 7.5% commission on sales. Calculate the monthly earnings for each employee.

Salesperson	Monthly Sales	Commission
a) Julia	\$8 330	
b) Katerina	\$12 674	
c) Janic	\$7 922	
d) Adam	\$6 757	

3. Claude is the manager of the ski shop. He earns a base salary of \$515 per week plus 9% commission on sales. Calculate his earnings for each week in March.

Week of	Weekly Salary	Weekly Sales	Commission	Total Earnings
a) March 3 to 9		\$2750		
b) March 10 to 16		\$1760		
c) March 17 to 23		\$1925		
d) March 24 to 30		\$2133		

Name: _____

Date: _____

BLM 1-7
(continued)

- 4.** Alehandra earns \$25.40 per hour driving a transport truck and usually works 42 hours per week. She is paid bi-weekly.
- a)** How many hours will Alehandra work in a 2-week period?

 - b)** Calculate her total earnings for one pay period.

 - c)** Calculate her monthly earnings for a 2-pay month.

 - d)** Calculate her monthly earnings for a 3-pay month.
- 5.** Calub works as a clerk at a large hotel. His regular wage is \$12.86/h. He normally works 44 h per week. He worked an extra 8-h shift one Sunday and earned time and a half for those 8 h.
- a)** Calculate his gross income for a regular 44-h week.

 - b)** Calculate Calub's overtime pay rate per hour.

 - c)** Calculate his earnings for the extra shift on Sunday.

 - d)** Calculate his total earnings for that week.

 - e)** Calub is paid bi-weekly. Calculate his gross income for the two-week period that includes the Sunday that he worked.

Chapter 1 Final Test

1. You are considering applying for the following job. List three questions that you could ask this employer during an interview.

KITCHEN HELP REQUIRED. We are hiring additional staff for the summer. Full-time work for 8–12 weeks. BONUS will be given at end of summer. Apply at 2100 Concord Road.

- a) _____
- b) _____
- c) _____

2. An electronics store is hiring salespeople for part-time work. The store pays all salespeople a 6.5% commission on sales. Calculate the monthly earnings for each employee.

Salesperson	Monthly Sales	Commission
a) Clara	\$12 305	
b) Kuldeep	\$11 345	
c) Mima	\$9 576	
d) Ronald	\$8 213	

3. Donna is the manager of the electronics store. She earns a base salary of \$480 per week plus an 8% commission on sales. Calculate her earnings for each week in October.

Week of	Weekly Salary	Weekly Sales	Commission	Total Earnings
a) October 3 to 9		\$5689		
b) October 10 to 16		\$4622		
c) October 17 to 23		\$1987		
d) October 24 to 30		\$3402		

Name: _____

Date: _____

BLM 1-8
(continued)

- 4.** Kala earns \$25.40 per hour painting houses and usually works 40 hours per week. He is paid bi-weekly.
- a)** How many hours will Kala work in a 2-week period?

 - b)** Calculate his total earnings for one pay period.

 - c)** Calculate his monthly earnings for a 2-pay month.

 - d)** Calculate his monthly earnings for a 3-pay month.
- 5.** Adrienne works as a receptionist at a large hotel. Her regular wage is \$11.82/hour. She normally works 42 hours per week. She worked an extra 6-h shift one Sunday and earned time and a half for those 6 h.
- a)** Calculate her gross income for a regular 42-h week.

 - b)** Calculate Adrienne's overtime pay rate per hour.

 - c)** Calculate her earnings for the extra shift on Sunday.

 - d)** Calculate her total earnings for that week.

 - e)** Adrienne is paid bi-weekly. Calculate her gross income for the two-week period that includes the Sunday that she worked.

Chapter 1 Task

Which Job Do I Accept?

Use this worksheet to help you complete the task on page 34 of the student resource.

You are interested in working for one of two stores.

- *The Sportz Store* pays its employees \$9.25 per hour. In the interview, you are told that you would be guaranteed either 25 or 35 hours per week for the first three months. After three months, you would become a full-time employee and receive a 50¢ per hour raise. Full-time employees work 40 hours per week.
- *Athletic Support* pays its employees minimum wage plus a 7% commission on all sales. You would start by working four 8-h shifts per week. Salespeople at *Athletic Support* sell an average of \$2500 worth of merchandise per week.

1. a) Complete the following table.

<i>The Sportz Store</i>	Hours Per Week to Start	Earnings Per Week to Start
Minimum		
Maximum		

b) Calculate one week's income after three months when you become a full-time employee.

2. a) Calculate the weekly base salary for an *Athletic Support* employee.

b) Determine the weekly earnings at *Athletic Support* for the following weekly sales amounts.

Weekly Sales	\$0	\$1000	\$2000	\$3000	\$4000
Commission					
Base Salary					
Total Earnings					

Name: _____

Date: _____

BLM 1-9
(continued)

3. If the interviews go well and you are offered both jobs, which one will you select? Explain why.

4. Morris is the top salesperson at *The Sportz Store*. He has worked there for just over 1 year and earns \$11.75 per hour. He usually works 44 h per week. He is paid bi-weekly.

a) How long is Morris's pay period? _____

b) How many hours does Morris work in a typical pay period?

c) Calculate his gross income per pay period.

d) Calculate his monthly income during a 2-pay month.

e) Calculate his monthly income during a 3-pay month.

5. Explain why Morris would be paid three times in some months.

6. a) Morris receives two weeks of unpaid holidays this year. How many times will he be paid this year? _____

b) Assuming that Morris does not miss any days of work this year, calculate his annual gross income.

Name: _____

Date: _____

BLM 1–10

Chapter 1 Task Rubric

Category	Level 1 (50–59%)	Level 2 (60–69%)	Level 3 (70–79%)	Level 4 (80–100%)
Knowledge and Understanding (EP1.01, EP1.02, EP1.04)				
	With limited accuracy or effectiveness	With some accuracy or effectiveness	With considerable accuracy or effectiveness	With a high degree of accuracy or effectiveness
<ul style="list-style-type: none"> • calculates gross earnings • calculates commissions • calculates base salary • calculates totals • calculates monthly earnings • calculates annual earnings 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Thinking (EP1.01, EP1.02, EP1.04)				
	With limited effectiveness	With some effectiveness	With considerable effectiveness	With a high degree of effectiveness
<ul style="list-style-type: none"> • judges the reasonableness of answers • explains reasoning and makes convincing arguments 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Communication (EP1.01, EP1.02, EP1.04)				
<ul style="list-style-type: none"> • uses conventions (e.g., use of dollar signs, money to 2 decimal places) • uses vocabulary and terminology • expresses and organizes mathematical thinking 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Application (EP1.01, EP1.02, EP1.04)				
<ul style="list-style-type: none"> • transfers knowledge and skills to new contexts 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>