

# **Business Technology I**

## **Business Payroll**

Your business is growing! You have decided that you need to hire four more individuals to work for you. These individuals (along with your previously hired individual) are all working for minimum wage and less than 40 hours a week.

### **Part I: Gather Data**

Get with business partners and gather the following information. You will EACH be creating their own payroll Excel file. Fill in the handout with your information

- Names for four (4) new employees – these may be made up but be professional
- Employee Numbers – for all five (5) hourly employees
- How many hours they each have worked during the week of April 4-8, 2016
- The following tax rates: Federal, State, Social Security, and Medicare
- Minimum wage for the state of Michigan
- Each employee's rate of pay based on the minimum wage for Michigan – only two people can have the same rate of pay.

### **Part II: Create Payroll File**

- Start a new document in Excel. Save as **lastname-BusPayroll**
- Main title should be your company name
- Add a descriptive sub title (hint: be sure to include the payroll week)
- Include appropriate column headings
- Create a spreadsheet with the following information:
  - Name – last name, first name
  - Employee Number
  - Hourly Rate
  - Hours Worked
  - Gross Pay
  - Federal Tax Deduction
  - State Tax Deduction
  - Social Security Deduction
  - Medicare Deduction
  - Total Deductions
  - Net Pay
- Tax rates must appear only ONCE on the spreadsheet at the bottom

- Be sure to use the appropriate absolute references when calculating tax deduction amounts
- Using the appropriate FUNCTION: calculate totals for Net Pay, Federal Tax, State Tax, Social Security, Medicare, Total Deductions, and Gross Pay
- Sort your file so the individual making the most money is at the top
- Format the spreadsheet using your **Spreadsheet Formatting Guidelines**
- Wrap column headings where necessary
- Format tax percentages appropriate with 2 decimal places
- Format dollar amounts as Currency
- Include appropriate borders and shade/bold the Total Row. No borders around tax percentages at the bottom
- Include your company logo, small and to the left of the main title
- Rename sheet tab as **Payroll**
- Include an appropriate footer

## Part III: Create Charts

**Column chart** in a *separate* sheet (named **COLUMN**) show the relationship of Net Pay and Gross Pay for each individual

- Add an appropriate title
- The legend should at the bottom
- Include appropriate axis titles
- Format chart using your **Chart Formatting Guidelines**

**Pie chart** (3d) in a *separate* sheet (named **PIE**) showing the totals for each individual deduction

- Add data labels to show the Percentage and Name of each piece
- Add an appropriate title for your chart
- Remove the legend
- Format chart using your **Chart Formatting Guidelines**
- “Explode” the largest piece of the pie (move it slightly away from the rest of the pie)