

# GAP PAYROLL REGISTER

## Activity Overview

The Gap® is a retail clothing store located worldwide that offers premium clothing and accessories. Their fresh, casual, and American style of clothing brings consumers a wide assortment to choose from. The Gap® has everything people need to express a personal style. From jeans and T's, to khakis and oxfords, the Gap® has fashion at great prices for adults, teens, kids, and babies.

The following activity illustrates how the Gap® can use spreadsheets to compute payroll amounts for its employees (known as a payroll register).

*In this activity, you will practice how to:*

1. *Use formulas to multiply, add, and subtract numbers.*
2. *Use parentheses in formulas.*
3. *Use a formula that references the answer to another cell's formula.*
4. *Change page margins.*

## Instructions

1. Create a NEW spreadsheet.

Note: Unless otherwise stated, the font should be set to Arial, the font size to 10 point.

2. Type the data as shown.
3. Bold cells A2-L11.
4. Underline row 11.
5. Format the width of columns A, B, and C to 12.0 and left align.
6. Format the width of columns D and E to 10.0 and center align.
7. Format the width of columns F - L to 10.0 and right align.
8. Format cells E13 - L32 as numbers displaying 2 decimal places.
9. Compute GROSS PAY, all deductions, and NET PAY for the first employee as follows:
  - a.  $\text{GROSS PAY} = \text{HOURS WORKED} * \text{HOURLY RATE}$  -> In cell F13, type =D13\*E13
  - b.  $\text{FEDERAL TAX} = \text{GROSS PAY} * 15\%$  -> In cell G13, type =F13\*15%

- c. SOCIAL SECTAX=GROSSPAY\*6.2% -> In cell H13, type =F13\*6.2%
  - d. MEDICARE TAX=GROSS PAY\*1.45 % -> In cell I13, type =F13\* 1.45%
  - e. STATE TAX=GROSS PAY\*4 % -> In cell J13, type =F13\*4%
  - f. PENSION=GROSS PAY\*3 % -> in cell K13, type =F13\*3%
  - g. NET PAY=GROSS PAY-(the sum of all deductions) -> In cell L13, type  
=F13-(G13+H13+I13+J13+K13)
10. Use the AutoFill feature to copy the formulas to the remaining cells for each of the employees.
  11. Display formulas in your spreadsheet by using <CTRL> + to check for accuracy
  12. Carefully proofread your work for accuracy.
  13. Save the spreadsheet as GAP PAYROLL REGISTER.
  14. Analyze the changes made to the data in the spreadsheet.
  15. Set the Print Area to include all cells containing data in the spreadsheet.
  16. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the page orientation to landscape. Change the left and right margins to .25 inches.
  17. Print a copy of the spreadsheet if required by your instructor.

# GAP PAYROLL REGISTER DATA SPREADSHEET

	A	B	C	D	E	F	G	H	I	J	K	L
1	Activity 12 Student Name											
2	GAP											
3	MICHIGAN AVE- CHICAGO											
4	555 N MICHIGAN AVE											
5	CHICAGO, IL 60611											
6												
7	HOURLY WORKERS' PAYROLL REGISTER											
8	Pay date Friday, September 8, 2006											
9												
10	EMPLOYEE	LAST	FIRST	HOURS	HOURLY	GROSS	FEDERAL	SOCIAL	MEDICARE	STATE		NET
11	NUMBER	NAME	NAME	WORKED	RATE	PAY	TAX	SEC. TAX	TAX	TAX	PENSION	PAY
12												
13	173618	Bernadin	Ivana	35	13.25							
14	357168	Caruso	Valarie	37	12.25							
15	715371	Collington	Carmen	40	11.5							
16	975587	Estarada	Yana	33	10.5							
17	952779	Grant	Gaston	28	10.25							
18	990736	Jiang	Shun Yi	32	11.75							
19	469051	Karaday	Steffen	36	13							
20	633771	Leja	Cynthia	34	11.75							
21	107686	Liao	Xuyang	33	11.5							
22	826556	Lin	Miao Yun	24	10.75							
23	973830	Lucero	Jason	40	12.75							
24	101002	Manakhimov	Ilya	30	11.75							
25	172289	Mandley	Kyle	28	12.25							
26	131161	Milnes	Fatin	32	12.25							
27	918415	Rodriguez	Sylvia	31	12.75							
28	966894	Silvera	Yelena	36	12							
29	877827	Sobolewska	Ashley	40	12.5							
30	872336	Vasilyeva	Joanna	34	10.25							
31	525338	Wan	John	26	11							
32	429509	Wang	Shirley	35	12.25							