

Payroll - Google Sheets, Salary/Hourly Employees

Steps for Payroll

1. Open a blank Google Sheet Workbook (inside CCA google drive folder: new, google sheets, blank spreadsheet)
2. Name it Payroll and your first and last name in the upper left hand corner (Example: Payroll Steve Jobs)
3. Click on the plus sign (+) on the lower left hand corner to add another sheet
4. Name the first sheet "Salary" and the second sheet "Hourly" (by double clicking on "sheet1" and "sheet2")

Salary Sheet

1. Merge cells A1:H1 (Format, Merge cells, Merge all)
2. Type "Payroll – ABC Corporation" in A1, and center
3. Merge Cells A2:H2
4. Type "Salary Employees" in A2, and center
5. Create the following column headings
Cell A4 – Last Name
Cell B4 - First Name
Cell C4 - Position
Cell D4 – Yearly Salary Rate
Cell E4 – Weekly Salary Rate
Cell F4 – Taxes
Cell G4 – Insurance
Cell H4 – Gross Income
6. Adjust column widths for D and E (put cursor between D&E and E&F and drag until all words are visible)
7. Key the employee's last and first names, position, and yearly salary

Adams	Oscar	CEO	97000
Baker	Hartley	Accountant	89500
Ramus	Roseanna	HR Manager	76300
Michaelson	Gabe	Sales Manager	84700
Thando	Catherine	Marketing Manager	92000
Cliff	Shena	Operation Manager	75400

8. Adjust column width for column C (all words need to be visible inside the columns)
9. Format D5:H10 for accounting (Format, Number, Accounting)
10. Use formulas to calculate the weekly salary rate for each employee
Click in cell E5 and type: "D5/52" and click enter. Continue for the remaining employees
11. Employees must pay a total of 22% in taxes, use formulas to figure out the total amount of taxes each employee must pay.
Click in cell F5 and type: "E5*0.22" and click enter. Continue for the remaining employees
12. Insurance is a flat weekly rate of 150.00 for each employee, enter in the data
13. Figure out the gross income for each employee
Click in cell H5 and type: "E5-F5-G5" and click enter
14. Format the Salary sheet by, bolding and centering all of the column headings (Row 4)
15. Increase the size of the font in A1 and A2 to 18 point font and bold.
16. Highlight the gross income column light green

Hourly Sheet

17. Merge cells A1:H1 (Format, Merge cells, Merge all)
18. Type "Payroll – ABC Corporation" in A1, and center
19. Merge Cells A2:H2
20. Type "Hourly Employees" in A2, and center
21. Create the following column headings
 - cell A4 – Last Name
 - cell B4 - First Name
 - cell C4 - Position
 - cell D4 – Hourly Rate
 - cell E4 – Hours
 - cell F4 – Taxes
 - cell G4 – Insurance
 - cell H4 – Gross Income
22. Adjust column widths if needed (all words need to be visible inside the columns)
23. Key the employee's last and first names, position, hourly rate, hours worked

Bolton	Amanda	Front Desk Secretary	\$22.00	38
Coffey	Aiden	Sales Coordinator	\$23.50	28
Burdett	Maria	HR Hiring Officer	\$27.75	40
Reynolds	Carlos	Website Designer	\$28.40	40
Roman	Darcie	Video Production	\$22.00	15
Wheeler	Donald	Online Marketing	\$25.90	20
Walsh	Edward	Accounts Payable	\$21.00	40
Perez	Marcos	Accounts Receivable	\$21.00	40
Erikson	Michelle	Manufacturing Assistant	\$19.00	40
Jennings	Rashad	Manufacturing Assistant	\$19.00	40

24. Format D5:H14 for accounting (Format, Number, Accounting)
25. Change the hour column to general (Click on Column E, Format, Number, Number)
26. Insert a new column between hours and taxes, name it "Net Income" (Click on column E, Insert, Column right)
27. Format the Net Income column for accounting (Click on column F, Format, Number, Accounting)
28. Calculate the net income for each employee by using a formula "=Hourly Rate * Hours"
29. Taxes are 22% for each employee, use formulas
 - Click in cell G5 and type "=F5*0.22" click enter
30. Insurance is a flat weekly rate of 150.00 for each employee, enter in the data
31. Figure out the Gross income for each employee
 - Click in cell I5 and type "=F5-G5-H5" click enter (Net Income – Taxes – Insurance)
32. Format the Salary sheet by bolding and centering all of the column headings (Row 4)
33. Increase the size of the font in A1 and A2 to 18 point font and bold
34. Highlight the gross income column light green