

	A	B	C	D	E	F	G
1	Payroll Worksheet for Audio Manufacturing As of 12/30/2011						
2							
3							
4							
5							
6	Employee	Salary	Hire Date	Yrs. Worked	401k Contribution	Bonus	
7	Jones	\$4,200.00	2/5/2009	(1)	(2)	(3)	
8	Smith	\$5,000.00	7/25/2010	(1)	(2)	(3)	
9	Lee	\$7,000.00	6/28/2005	(1)	(2)	(3)	
10	Zapata	\$3,000.00	8/22/2011	(1)	(2)	(3)	
11	Lopez	\$4,800.00	1/4/2008	(1)	(2)	(3)	
12	Nguyen	\$3,800.00	10/12/2006	(1)	(2)	(3)	
13	Brown	\$4,500.00	9/5/2007	(1)	(2)	(3)	
14							
15	Totals	(4)			(4)	(4)	
16							
17	<u>Statistics</u>						
18	Number of employees	(5)					
19	Average Salary	(6)					
20	Highest Salary	(7)					
21	Lowest Salary	(8)					
22							
23	<u>Assumptions</u>						
24	Company Contribution	3%					
25	Bonus	\$100.00					
26							
27	Build the spreadsheet above and save the file as Payroll_ YourFirstName_ YourLastName.xlsx						
28	Enter all formulas first then format						
29							
30	(1) Calculate the full years worked in Column D, using the date in the title.						
31							
32	(2) Write formulas for E7 so it can be copied: The 401(k) contribution is currently 3% of the employee's salary for						
33	employees who have worked for the company at least one full year; otherwise the contribution is zero. Be sure to use cell						
34	B24 in your formula.						
35							
36	(3) Write formula for F7 so it can be copied: An employee is eligible for a bonus if he/she worked at least 3 full years. The						
37	bonus amount is \$100. Be sure to use cell B25. Copy formulas to the rest of the column.						
38							
39	(4) Total the salaries, 401(k) contributions and bonuses.						
40							
41	(5), (6), (7), (8) Find number of employees, average, highest and lowest salaries by using appropriate functions.						
42							
43	Format all currency amounts with 2 decimals.						
44							
45	Insert right section footer with your name, date and file name, each on a separate line. Use font size 8. See sample at the						
46	right bottom corner of this page.						
47							
48	Make sure that entire content of cells is visible and spreadsheet fits on a single page. Modify margins and/or layout if						
49	needed.						
50							
51	Print the worksheet and formulas.						
52							
53	Then change the Company Contribution to 401(k) to 4% and bonus to \$150.00.						
54							
55	Highlight the changes using Fill Color button in the Font group on the Home tab and print the values.						
56							
57	Hint: you can make 2 line headings using Alt+Enter.						