| Excel & Business Math |
|:---:|
| **Video/Class Project #30** |
| **Excel Payroll Time Sheet, IF Function & Overtime and Gross Pay** |

# Topics

## 1) Overview of Payroll Project:

1. Goal of Payroll Project: Calculate Gross Pay, with Overtime, for Employees Working Monday to Saturday

2. Create Time Sheets that Track Hours Worked from Monday to Saturday. Picture of End Result:

### Time Sheet For Monday, February 19, 2018

| Employee | In | Out | In | Out | Hours Worked |
|---|---|---|---|---|---|
| Tyrone Schwalm | 6:30 AM | 10:02 AM | 10:30 AM | 2:30 PM | 7.533333333 |
| Mallory Halas | 6:15 AM | 9:30 AM | 10:00 AM | 2:00 PM | 7.25 |
| Darryl Giesler | 8:45 AM | 11:45 AM | 12:45 PM | 2:47 PM | 5.033333333 |
| Kenya Running | 6:30 AM | 11:00 AM | 11:40 AM | 2:40 PM | 7.5 |
| Clinton Tally | 8:30 AM | 11:15 AM | 12:15 PM | 3:15 PM | 5.75 |
| Ericka Feng | | | | | 0 |
| Hugh Hogsett | 10:30 AM | 1:45 PM | 2:25 PM | 4:25 PM | 5.25 |
| Fernando Doster | 9:00 AM | 12:30 PM | 1:00 PM | 4:05 PM | 6.583333333 |
| Tanisha Witzel | 8:00 AM | 12:00 PM | 12:30 PM | 4:30 PM | 8 |

### Weekly Hours

| Employee | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Week Total Hours |
|---|---|---|---|---|---|---|---|
| Tyrone Schwalm | 7.53333 | 6.25 | 7.25 | 7.75 | 9 | 3 | 40.78333333 |
| Mallory Halas | 7.25 | 7.5 | 5.5 | 6.25 | 4.75 | 3.25 | 34.5 |
| Darryl Giesler | 5.03333 | 5.25 | 7.25 | 11 | 0 | 0 | 28.53333333 |
| Kenya Running | 7.5 | 10 | 7.75 | 7.5 | 10.5 | 5.5 | 48.75 |
| Clinton Tally | 5.75 | 7 | 6 | 5.68333 | 7.25 | 0 | 31.68333333 |
| Ericka Feng | 0 | 6.5 | 4.983333 | 5.03333 | 6.51667 | 5.61667 | 28.65 |
| Hugh Hogsett | 5.25 | 8 | 6.5 | 5 | 7.5 | 6 | 38.25 |
| Fernando Doster | 6.58333 | 6.56667 | 8 | 5.5 | 8 | 0 | 34.65 |
| Tanisha Witzel | 8 | 7.16667 | 10.75 | 6 | 5 | 5.5 | 42.41666667 |

### Time Sheet For Tuesday, February 20, 2018

| Employee | In | Out | In | Out | Hours Worked |
|---|---|---|---|---|---|
| Tyrone Schwalm | 9:00 AM | 1:15 PM | 1:55 PM | 3:55 PM | 6.25 |
| Mallory Halas | 8:15 AM | 11:45 AM | 12:45 PM | 4:45 PM | 7.5 |
| Darryl Giesler | 10:30 AM | 1:45 PM | 2:45 PM | 4:45 PM | 5.25 |
| Kenya Running | 7:00 AM | 11:00 AM | 12:00 PM | 6:00 PM | 10 |
| Clinton Tally | 6:15 AM | 9:15 AM | 9:55 AM | 1:55 PM | 7 |
| Ericka Feng | 11:00 AM | 3:30 PM | 4:00 PM | 6:00 PM | 6.5 |
| Hugh Hogsett | 8:30 AM | 12:30 PM | 1:30 PM | 5:30 PM | 8 |
| Fernando Doster | 10:00 AM | 2:30 PM | 3:00 PM | 5:04 PM | 6.566666667 |
| Tanisha Witzel | 9:03 AM | 1:13 PM | 2:15 PM | 5:15 PM | 7.166666667 |

### Time Sheet For Wednesday, February 21, 2018

| Employee | In | Out | In | Out | Hours Worked |
|---|---|---|---|---|---|
| Tyrone Schwalm | 10:30 AM | 2:45 PM | 3:45 PM | 6:45 PM | 7.25 |
| Mallory Halas | 8:00 AM | 11:30 AM | 12:10 PM | 2:10 PM | 5.5 |
| Darryl Giesler | 7:30 AM | 10:45 AM | 11:15 AM | 3:15 PM | 7.25 |

3. Create all Formulas to Calculate Regular & Overtime Hours, then Calculate Gross Pay. Picture of End Result:

## 2) Overtime Pay

1. Federal Law (Fair Labor Standard Act) requires that most employers pay overtime pay for hours worked past 40 hours in a week.
2. It is common to get paid time-and-a-half rate of 1.5 times the hourly wage for hours worked over 40 hours a week.
3. However, employers sometimes pay double-time rate (2 times the hourly wage for hours worked over 40 hours a week) or other overtime rates.

## 3) Steps to Accomplish Payroll Project:

1) Step 01: On the Sheet Named "Time Sheets", Create Hours Worked Formula for Daily Time Sheet

   - Create Formula to calculate Hours Worked for an employee for the day, as seen here:

| | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|
| 1 | Time Sheet For Monday, February 19, 2018 | | | | | | | |
| 2 | Employee | In | Out | | In | Out | Hours Worked | |
| 3 | Tyrone Schwalm | 6:30 AM | 10:02 AM | | 10:30 AM | 2:30 PM | =SUM(D3-C3,G3-F3)*24 | |
| 4 | Mallory Halas | 6:15 AM | 9:30 AM | | 10:00 AM | 2:00 PM | | |

2) Step 02: Be careful of Incorrect Time Number Format

   - After we enter the formula the incorrect Time Number Formatting is applied, as seen here:

| | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|
| 1 | Time Sheet For Monday, February 19, 2018 | | | | | | | |
| 2 | Employee | In | Out | | In | Out | Hours Worked | |
| 3 | Tyrone Schwalm | 6:30 AM | 10:02 AM | | 10:30 AM | 2:30 PM | 12:48 PM | |
| 4 | Mallory Halas | 6:15 AM | 9:30 AM | | 10:00 AM | 2:00 PM | | |

3) Step 03: Remove Incorrect Number Formatting

   - To Remove the incorrect Number Formatting, we apply the General Number Formatting either from the Number group in the Home Ribbon Tab or with the keyboard Ctrl + Shift + ~. The correct number of hours are showing as 7.533333, as seen here:

| | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|
| 1 | Time Sheet For Monday, February 19, 2018 | | | | | | | |
| 2 | Employee | In | Out | | In | Out | Hours Worked | |
| 3 | Tyrone Schwalm | 6:30 AM | 10:02 AM | | 10:30 AM | 2:30 PM | 7.533333333 | |
| 4 | Mallory Halas | 6:15 AM | 9:30 AM | | 10:00 AM | 2:00 PM | | |

4) Step 04: Copy & Paste Hours Worked Formula to Other Daily Time Sheets

- After you create the correct Hours Worked formula and it has the correct General Number Formatting applied, copy that formula down the column for the Monday Time Sheet. Then you can copy the whole Monday Hours Worked Column of formulas to the other daily Time Sheets, as seen here:

| | Time Sheet For Monday, February 19, 2018 | | | | | | |
|---|---|---|---|---|---|---|---|
| **Employee** | **In** | **Out** | | **In** | **Out** | **Hours Worked** | |
| Tyrone Schwalm | 6:30 AM | 10:02 AM | | 10:30 AM | 2:30 PM | 7.533333333 | |
| Mallory Halas | 6:15 AM | 9:30 AM | | 10:00 AM | 2:00 PM | 7.25 | |
| Darryl Giesler | 8:45 AM | 11:45 AM | | 12:45 PM | 2:47 PM | 5.033333333 | |
| Kenya Running | 6:30 AM | 11:00 AM | Lunch | 11:40 AM | 2:40 PM | 7.5 | |
| Clinton Tally | 8:30 AM | 11:15 AM | | 12:15 PM | 3:15 PM | 5.75 | |
| Ericka Feng | | | | | | 0 | |
| Hugh Hogsett | 10:30 AM | 1:45 PM | | 2:25 PM | 4:25 PM | 5.25 | |
| Fernando Doster | 9:00 AM | 12:30 PM | | 1:00 PM | 4:05 PM | 6.583333333 | |
| Tanisha Witzel | 8:00 AM | 12:00 PM | | 12:30 PM | 4:30 PM | 8 | |

Copy whole column of Hours Worked Formulas and Paste into the other Daily Time Sheets

| | Time Sheet For Tuesday, February 20, 2018 | | | | | | |
|---|---|---|---|---|---|---|---|
| **Employee** | **In** | **Out** | | **In** | **Out** | **Hours Worked** | |
| Tyrone Schwalm | 9:00 AM | 1:15 PM | | 1:55 PM | 3:55 PM | 6.25 | |
| Mallory Halas | 8:15 AM | 11:45 AM | | 12:45 PM | 4:45 PM | 7.5 | |
| Darryl Giesler | 10:30 AM | 1:45 PM | | 2:45 PM | 4:45 PM | 5.25 | |
| Kenya Running | 7:00 AM | 11:00 AM | Lunch | 12:00 PM | 6:00 PM | 10 | |
| Clinton Tally | 6:15 AM | 9:15 AM | | 9:55 AM | 1:55 PM | 7 | |
| Ericka Feng | 11:00 AM | 3:30 PM | | 4:00 PM | 6:00 PM | 6.5 | |
| Hugh Hogsett | 8:30 AM | 12:30 PM | | 1:30 PM | 5:30 PM | 8 | |
| Fernando Doster | 10:00 AM | 2:30 PM | | 3:00 PM | 5:04 PM | 6.566666667 | |
| Tanisha Witzel | 9:03 AM | 1:13 PM | | 2:15 PM | 5:15 PM | 7.166666667 | |

Be sure to scroll far enough – there are time sheets for Monday to Saturday Daily Time Sheets

5) Step 05: Create Formulas to get Employee's Hours for Monday

- In cell K3 create a formula that will get Tyrone Schwalm's Monday Hours Worked:

| | Time Sheet For Monday, February 19, 2018 | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Employee** | **In** | **Out** | | **In** | **Out** | **Hours Worked** | | **Employee** | **Monday** | **Tuesday** |
| Tyrone Schwalm | 6:30 AM | 10:02 AM | | 10:30 AM | 2:30 PM | 7.533333333 | | Tyrone Schwalm | =H3 | |
| Mallory Halas | 6:15 AM | 9:30 AM | | 10:00 AM | 2:00 PM | 7.25 | | Mallory Halas | | |

6) Step 06: Copy Monday Hours Worked Formula Down

- Copy Monday Hours Worked Formula down the column, as seen here:

| | Time Sheet For Monday, February 19, 2018 | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Employee** | **In** | **Out** | | **In** | **Out** | **Hours Worked** | | **Employee** | **Monday** | **Tuesday** |
| Tyrone Schwalm | 6:30 AM | 10:02 AM | | 10:30 AM | 2:30 PM | 7.533333333 | | Tyrone Schwalm | 7.53333 | |
| Mallory Halas | 6:15 AM | 9:30 AM | | 10:00 AM | 2:00 PM | 7.25 | | Mallory Halas | 7.25 | |
| Darryl Giesler | 8:45 AM | 11:45 AM | | 12:45 PM | 2:47 PM | 5.033333333 | | Darryl Giesler | 5.03333 | |
| Kenya Running | 6:30 AM | 11:00 AM | Lunch | 11:40 AM | 2:40 PM | 7.5 | | Kenya Running | 7.5 | |
| Clinton Tally | 8:30 AM | 11:15 AM | | 12:15 PM | 3:15 PM | 5.75 | | Clinton Tally | 5.75 | |
| Ericka Feng | | | | | | 0 | | Ericka Feng | 0 | |
| Hugh Hogsett | 10:30 AM | 1:45 PM | | 2:25 PM | 4:25 PM | 5.25 | | Hugh Hogsett | 5.25 | |
| Fernando Doster | 9:00 AM | 12:30 PM | | 1:00 PM | 4:05 PM | 6.583333333 | | Fernando Doster | 6.58333 | |
| Tanisha Witzel | 8:00 AM | 12:00 PM | | 12:30 PM | 4:30 PM | 8 | | Tanisha Witzel | 8 | |

## 7) Step 07: Create Formulas to get Employee's Hours for Tuesday

| | Employee | In | Out | | In | Out | Hours Worked | | Employee | Monday | Tuesday |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Time Sheet For Monday, February 19, 2018 | | | | | | | | | | |
| 2 | Employee | In | Out | | In | Out | Hours Worked | | Employee | Monday | Tuesday |
| 3 | Tyrone Schwalm | 6:30 AM | 10:02 AM | | 10:30 AM | 2:30 PM | 7.533333333 | | Tyrone Schwalm | 7.53333 | =H15 |
| 4 | Mallory Halas | 6:15 AM | 9:30 AM | | 10:00 AM | 2:00 PM | 7.25 | | Mallory Halas | 7.25 | |
| 5 | Darryl Giesler | 8:45 AM | 11:45 AM | | 12:45 PM | 2:47 PM | 5.033333333 | | Darryl Giesler | 5.03333 | |
| 6 | Kenya Running | 6:30 AM | 11:00 AM | Lunch | 11:40 AM | 2:40 PM | 7.5 | | Kenya Running | 7.5 | |
| 7 | Clinton Tally | 8:30 AM | 11:15 AM | | 12:15 PM | 3:15 PM | 5.75 | | Clinton Tally | 5.75 | |
| 8 | Ericka Feng | | | | | | 0 | | Ericka Feng | 0 | |
| 9 | Hugh Hogsett | 10:30 AM | 1:45 PM | | 2:25 PM | 4:25 PM | 5.25 | | Hugh Hogsett | 5.25 | |
| 10 | Fernando Doster | 9:00 AM | 12:30 PM | | 1:00 PM | 4:05 PM | 6.583333333 | | Fernando Doster | 6.58333 | |
| 11 | Tanisha Witzel | 8:00 AM | 12:00 PM | | 12:30 PM | 4:30 PM | 8 | | Tanisha Witzel | 8 | |
| 12 | | | | | | | | | | | |
| 13 | Time Sheet For Tuesday, February 20, 2018 | | | | | | | | | | |
| 14 | Employee | In | Out | | In | Out | Hours Worked | | | | |
| 15 | Tyrone Schwalm | 9:00 AM | 1:15 PM | | 1:55 PM | 3:55 PM | 6.25 | | | | |
| 16 | Mallory Halas | 8:15 AM | 11:45 AM | | 12:45 PM | 4:45 PM | 7.5 | | | | |

## 8) Step 08: Copy Tuesday Hours Worked Formula Down

| | Employee | In | Out | | In | Out | Hours Worked | | Employee | Monday | Tuesday |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Time Sheet For Monday, February 19, 2018 | | | | | | | | | | |
| 2 | Employee | In | Out | | In | Out | Hours Worked | | Employee | Monday | Tuesday |
| 3 | Tyrone Schwalm | 6:30 AM | 10:02 AM | | 10:30 AM | 2:30 PM | 7.533333333 | | Tyrone Schwalm | 7.53333 | 6.25 |
| 4 | Mallory Halas | 6:15 AM | 9:30 AM | | 10:00 AM | 2:00 PM | 7.25 | | Mallory Halas | 7.25 | 7.5 |
| 5 | Darryl Giesler | 8:45 AM | 11:45 AM | | 12:45 PM | 2:47 PM | 5.033333333 | | Darryl Giesler | 5.03333 | 5.25 |
| 6 | Kenya Running | 6:30 AM | 11:00 AM | Lunch | 11:40 AM | 2:40 PM | 7.5 | | Kenya Running | 7.5 | 10 |
| 7 | Clinton Tally | 8:30 AM | 11:15 AM | | 12:15 PM | 3:15 PM | 5.75 | | Clinton Tally | 5.75 | 7 |
| 8 | Ericka Feng | | | | | | 0 | | Ericka Feng | 0 | 6.5 |
| 9 | Hugh Hogsett | 10:30 AM | 1:45 PM | | 2:25 PM | 4:25 PM | 5.25 | | Hugh Hogsett | 5.25 | 8 |
| 10 | Fernando Doster | 9:00 AM | 12:30 PM | | 1:00 PM | 4:05 PM | 6.583333333 | | Fernando Doster | 6.58333 | 6.56667 |
| 11 | Tanisha Witzel | 8:00 AM | 12:00 PM | | 12:30 PM | 4:30 PM | 8 | | Tanisha Witzel | 8 | 7.16667 |

## 9) Step 09: After Gathering all Daily Hours in Weekly Hours Table, calculate Employee Weekly Hour Totals

| | Employee | In | Out | | In | Out | Hours Worked | | Employee | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Week Total Hours |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Time Sheet For Monday, February 19, 2018 | | | | | | | | Weekly Hours | | | | | | | |
| 2 | Employee | In | Out | | In | Out | Hours Worked | | Employee | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Week Total Hours |
| 3 | Tyrone Schwalm | 6:30 AM | 10:02 AM | | 10:30 AM | 2:30 PM | 7.533333333 | | Tyrone Schwalm | 7.53333 | 6.25 | 7.25 | 7.75 | 9 | 3 | =SUM(K3:P3) |
| 4 | Mallory Halas | 6:15 AM | 9:30 AM | | 10:00 AM | 2:00 PM | 7.25 | | Mallory Halas | 7.25 | 7.5 | 5.5 | 6.25 | 4.75 | 3.25 | 34.5 |
| 5 | Darryl Giesler | 8:45 AM | 11:45 AM | | 12:45 PM | 2:47 PM | 5.033333333 | | Darryl Giesler | 5.03333 | 5.25 | 7.25 | 11 | 0 | 0 | 28.53333333 |
| 6 | Kenya Running | 6:30 AM | 11:00 AM | Lunch | 11:40 AM | 2:40 PM | 7.5 | | Kenya Running | 7.5 | 10 | 7.75 | 7.5 | 10.5 | 5.5 | 48.75 |
| 7 | Clinton Tally | 8:30 AM | 11:15 AM | | 12:15 PM | 3:15 PM | 5.75 | | Clinton Tally | 5.75 | 7 | 6 | 5.68333 | 7.25 | 0 | 31.68333333 |
| 8 | Ericka Feng | | | | | | 0 | | Ericka Feng | 0 | 6.5 | 4.983333 | 5.03333 | 6.51667 | 5.61667 | 28.65 |
| 9 | Hugh Hogsett | 10:30 AM | 1:45 PM | | 2:25 PM | 4:25 PM | 5.25 | | Hugh Hogsett | 5.25 | 8 | 6.5 | 5 | 7.5 | 6 | 38.25 |
| 10 | Fernando Doster | 9:00 AM | 12:30 PM | | 1:00 PM | 4:05 PM | 6.583333333 | | Fernando Doster | 6.58333 | 6.56667 | 8 | 5.5 | 8 | 0 | 34.65 |
| 11 | Tanisha Witzel | 8:00 AM | 12:00 PM | | 12:30 PM | 4:30 PM | 8 | | Tanisha Witzel | 8 | 7.16667 | 10.75 | 6 | 5 | 5.5 | 42.41666667 |
| 12 | | | | | | | | | | | | | | | | |
| 13 | Time Sheet For Tuesday, February 20, 2018 | | | | | | | | | | | | | | | |
| 14 | Employee | In | Out | | In | Out | Hours Worked | | | | | | | | | |
| 15 | Tyrone Schwalm | 9:00 AM | 1:15 PM | | 1:55 PM | 3:55 PM | 6.25 | | | | | | | | | |
| 16 | Mallory Halas | 8:15 AM | 11:45 AM | | 12:45 PM | 4:45 PM | 7.5 | | | | | | | | | |
| 17 | Darryl Giesler | 10:30 AM | 1:45 PM | | 2:45 PM | 4:45 PM | 5.25 | | | | | | | | | |
| 18 | Kenya Running | 7:00 AM | 11:00 AM | Lunch | 12:00 PM | 6:00 PM | 10 | | | | | | | | | |
| 19 | Clinton Tally | 6:15 AM | 9:15 AM | | 9:55 AM | 1:55 PM | 7 | | | | | | | | | |
| 20 | Ericka Feng | 11:00 AM | 3:30 PM | | 4:00 PM | 6:00 PM | 6.5 | | | | | | | | | |
| 21 | Hugh Hogsett | 8:30 AM | 12:30 PM | | 1:30 PM | 5:30 PM | 8 | | | | | | | | | |
| 22 | Fernando Doster | 10:00 AM | 2:30 PM | | 3:00 PM | 5:04 PM | 6.566666667 | | | | | | | | | |
| 23 | Tanisha Witzel | 9:03 AM | 1:13 PM | | 2:15 PM | 5:15 PM | 7.166666667 | | | | | | | | | |

10) Step 10: On the sheet named "Gross Pay", create a Sheet Reference to Show Employee Weekly Hour Totals

- In video # 27 we saw how to create formulas with Sheet References by using the "New Window" and "Arrange All" buttons in the View Ribbon Tab.
- In this video we want to learn the steps to create a Sheet Reference without using the "New Window" and "Arrange All" buttons.
- Steps to create s Sheet Reference:
    1. Type an Equal Sign
    2. Click on the Sheet Tab that has the cell you want to reference
    3. Click on cell you want
    4. Hit Enter
- For the Sheet Reference, **'Time Sheets'!Q3** , the syntax of this formula is as follows:
    1. The Sheet Name is in single quotes, like: **'Time Sheets'**
    2. Explanation Point, ! , tells the formula that the text represents a Sheet Name and not normal text, like: **'Time Sheets'!**
    3. The cell references says which cell on the particular sheet you would like to reference, like: **'Time Sheets'!Q3**
- Here is the picture of the sheet reference that we make in the video:



- After you copy Sheet Reference down the column, all of the Employee's Week Total Hours from the Time Sheet are now in the Payroll Gross Pay Table, as seen here:

11) Step 11: Use IF Function to calculate the Regular Hours the Employee Worked, 40 Hours or Less

1. The logical_test argument of the IF Function contains a Logical Formula that asks the question: "Are the Employee's Week Total Hours Greater Than 40 Hours?". This Logical Formula will come out TRUE or FALSE.

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | | | | Payroll: Gross Pay, Including C | |
| 2 | | | | | |
| 3 | | Over Time Hurdle | 40 | | |
| 4 | | | | | |
| 5 | Employee | Week Total Hours | Regular Hours | Overtime Hours = Total - Regular | Rate (wage per hour) |
| 6 | Tyrone Schwalm | 40.78333333 | =IF(B6>$C$3,$C$3,B6) | | $18.41 |
| 7 | Mallory Halas | 34.5 | IF(logical_test, [value_if_true], [value_if_false]) | | $17.17 |

2. The value_if_true argument of the IF Function contains 40. This means that if the Employee's Week Total Hours are more than 40 hours, the Regular Hours will be 40.

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | | | | Payroll: Gross Pay, Including C | |
| 2 | | | | | |
| 3 | | Over Time Hurdle | 40 | | |
| 4 | | | | | |
| 5 | Employee | Week Total Hours | Regular Hours | Overtime Hours = Total - Regular | Rate (wage per hour) |
| 6 | Tyrone Schwalm | 40.78333333 | =IF(B6>$C$3,$C$3,B6) | | $18.41 |
| 7 | Mallory Halas | 34.5 | IF(logical_test, [value_if_true], [value_if_false]) | | $17.17 |

1. The value_if_false argument of the IF Function contains a Relative Cell Reference with the Employee's Week Total Hours. This means that if the Employee's Week Total Hours are less than or equal to 40 hours, the Regular Hours will be equal to the Employee's Week Total Hours.

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | | | | Payroll: Gross Pay, Including C | |
| 2 | | | | | |
| 3 | | Over Time Hurdle | 40 | | |
| 4 | | | | | |
| 5 | Employee | Week Total Hours | Regular Hours | Overtime Hours = Total - Regular | Rate (wage per hour) |
| 6 | Tyrone Schwalm | 40.78333333 | =IF(B6>$C$3,$C$3,B6) | | $18.41 |
| 7 | Mallory Halas | 34.5 | IF(logical_test, [value_if_true], [value_if_false]) | | $17.17 |

12) Step 12: Overtime Hours = Weekly Total Hours – Regular Hours

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | | | Payroll: Gross Pay, Including O | | |
| 2 | | | | | |
| 3 | | Over Time Hurdle | | 40 | |
| 4 | | | | | |
| 5 | Employee | Week Total Hours | Regular Hours | Overtime Hours = Total - Regular | Rate (wage per hour) |
| 6 | Tyrone Schwalm | 40.78333333 | 40 | =B6-C6 | $18.41 |
| 7 | Mallory Halas | 34.5 | 34.5 | | $17.17 |

13) Step 13: Create Formula to calculate Regular Gross Pay, with ROUND Function

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | | | | Payroll: Gross Pay, Including Overtime | | | |
| 2 | | | | | | | |
| 3 | | Over Time Hurdle | | 40 | | Over Time Rate | 1.5 |
| 4 | | | | | | | |
| 5 | Employee | Week Total Hours | Regular Hours | Overtime Hours = Total - Regular | Rate (wage per hour) | Regular Gross Pay | Overtime Gross Pay |
| 6 | Tyrone Schwalm | 40.78333333 | 40 | 0.783333333 | $18.41 | =ROUND(C6*E6,2) | |
| 7 | Mallory Halas | 34.5 | 34.5 | 0 | $17.17 | | |

14) Step 14: Create Formula to calculate Overtime Gross Pay, with ROUND Function

- For Overtime Pay, we must multiple the Employee's Wage times the Over Time Rate of 1.5, which means for overtime the employee gets $1.50 for every $1 of Normal Pay.

| | A | B | C | D | E | F | G | |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | Payroll: Gross Pay, Including Overtime | | | | |
| 2 | | | | | | | | |
| 3 | | Over Time Hurdle | | 40 | | Over Time Rate | 1.5 | |
| 4 | | | | | | | | |
| 5 | Employee | Week Total Hours | Regular Hours | Overtime Hours = Total - Regular | Rate (wage per hour) | Regular Gross Pay | Overtime Gross Pay | Total |
| 6 | Tyrone Schwalm | 40.78333333 | 40 | 0.783333333 | $18.41 | $736.40 | =ROUND(E6*$G$3*D6,2) | |
| 7 | Mallory Halas | 34.5 | 34.5 | 0 | $17.17 | $592.37 | ROUND(number, num_digits) | |

15) Step 15: Add Regular and Overtime Gross Pay to get Total Gross Pay

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | Payroll: Gross Pay, Including Overtime | | | | |
| 2 | | | | | | | | |
| 3 | | Over Time Hurdle | | 40 | | Over Time Rate | 1.5 | |
| 4 | | | | | | | | |
| 5 | Employee | Week Total Hours | Regular Hours | Overtime Hours = Total - Regular | Rate (wage per hour) | Regular Gross Pay | Overtime Gross Pay | Total Gross Pay |
| 6 | Tyrone Schwalm | 40.78333333 | 40 | 0.783333333 | $18.41 | $736.40 | $21.63 | =SUM(F6:G6) |
| 7 | Mallory Halas | 34.5 | 34.5 | 0 | $17.17 | $592.37 | $0.00 | $592.37 |
| 8 | Darryl Giesler | 28.53333333 | 28.53333333 | 0 | $22.08 | $630.02 | $0.00 | $630.02 |
| 9 | Kenya Running | 48.75 | 40 | 8.75 | $15.94 | $637.60 | $209.21 | $846.81 |
| 10 | Clinton Tally | 31.68333333 | 31.68333333 | 0 | $23.98 | $759.77 | $0.00 | $759.77 |
| 11 | Ericka Feng | 28.65 | 28.65 | 0 | $23.95 | $686.17 | $0.00 | $686.17 |
| 12 | Hugh Hogsett | 38.25 | 38.25 | 0 | $23.57 | $901.55 | $0.00 | $901.55 |
| 13 | Fernando Doster | 34.65 | 34.65 | 0 | $17.00 | $589.05 | $0.00 | $589.05 |
| 14 | Tanisha Witzel | 42.41666667 | 40 | 2.416666667 | $22.25 | $890.00 | $80.66 | $970.66 |