**Activity 4.1.2 – Calculating Time**

Purpose: Demonstrate a skill in calculating total hours worked using time cards.

During the payroll unit, have each student keep their time on their projects in a database. Ask them to use the Time and Billing template with the Time Card hour form. They can use the switchboard to enter their own name and keep up with their time on each project. If you want, you can have them enter a billing rate based on their last report card. Students with an “A” would receive $7.00 an hour. Those with a “B” would receive $6.50 an hour. Those with a “C” would receive $6.00 an hour. Those below “C” would receive $5.50 an hour. Print a report for the Instructor when the payroll unit is finished. Save as: Time.