

Strand: One - Personal Finance

Wage slip

Learning outcomes in focus

Students should be able to:

- 1.4** Explain key personal taxes and charges and suggest the occasions when and why they might arise
- 1.11** Interpret a wage slip and calculate personal tax liability arising from employment

Learning intentions

We are learning to:

- Read and understand the contents of a wage slip
- Understand the different methods of payment used to pay staff
- Calculate basic pay; overtime; total earnings
- Explain employee taxes payable and why they are paid
- Differentiate between statutory and non-statutory deductions.
- Differentiate between gross pay and net pay
- Use Microsoft excel and appreciate how spreadsheets assist us to calculate figures

Context and learning activities:

The students will:

- Be introduced to wage slip
- Brainstorm in groups considering what information we would expect to see on a wage slip
- Shown a sample wage slip on the board
- Discuss the information given on the wage slip and the importance of each piece of information

- Examine the various methods of payments staff may receive. Using a matching exercise to match the payment with its description
- Watch a demonstration calculating basic pay, work in groups to calculate basic pay, independently calculate basic pay. Estimating, predicting and calculating encouraged
- Watch a demonstration calculating overtime, work in groups to calculate overtime, independently calculate overtime. Estimating, predicting and calculating encouraged
- Understand that all payments added together will give an employee their total earnings
- Introduced to the term statutory deductions. Class discussion on why we pay tax. Research online (WWW) the types of Tax an employee would expect to pay, feedback to class and define PAYE, PRSI and USC on board.
- Introduce the term Non-Statutory deductions. Brainstorm in groups on types of non-statutory deductions an employee might pay and WHY they would pay them.
- Feedback to class and collate a bank of non-statutory deductios
- Understanding the difference between Gross Pay and Net pay using the activity blue sky. Students write their understanding of each on a post-it and stick the post-it on the board. Then we have a group discussion, eliminating some of the post-its and keeping others.
- Re-examine our original wage slip and its contents. With a sheet to rate their new understanding on each part of the wage slip.

- Get an introductory lesson to Excel.
Understand Sum function, how to enter their own formula, how to use currency and insert an image.
- Students given task to prepare a wage slip using Excel.

Conditions:

- 2 class periods
- Students had access to computers and printer in class.

Time:

- 8 class periods prior to project

Success Criteria:

SC1: Create and complete fully a wage slip on Excel

SC2: Calculate accurately Gross pay; Total deductions; Net pay ensuring figures are in the correct currency

SC2: Apply different methods of payment; statutory deductions and non-statutory deductions

SC4: Present your wage slip in a clear and attractive format for the employee

Student A: Evidence of learning

Employee no	Employee name	Date	Pay Period
PPS No. 43565437E			18 January 2017 week 5
Earnings	Amount	Deductions	PRSI Class. A1
Basic Wage(€34 per hour 39 hours worked)	€1,326.00	Statutory	Amount
Overtime(double pay for 8 hours overtime)	€544.00	PAYE (pay as you earn 40%)	€748.00
		PRSI (pay related social insurance 4%)	€74.80
		USC (universal social charge 2%)	€37.40
		Non Statutory	
		Pension	€100.00
		Savings	€50.00
		Union	€15.00
Total Gross Pay	€1,870.00	Total Deductions	€1,025.20
		Net Pay	€844.80

SC 1:
 The student fulfilled this criteria to an exceptional level as the student included a very high level of detail (also see teacher support notes)

SC 4:
 Indicated payment period with date and week number

SC 2:
 Included basic pay and overtime and showed their break down

SC 3:
 Included a number of statutory deductions and indicated a % for each (and used a heading)
 Included a number of non statutory deductions (and used a heading)

SC 1:
 Used auto sum and formula in Excel to calculate figures
 Used currency function for €

SC 4:
 Used colour in headings, made key headings stand out.
 Included an image in the heading
 Used date function for long format date which was not shown in class and demonstrates initiative

SC 1:
 Very impressive use of formula

SC 2:
 The student could improve by finding current % rates for tax

SC 3:
 The student could improve by explaining terms statutory and non-statutory

Student A: Teacher Support Notes

Earnings

The screenshot shows an Excel spreadsheet with the following data:

Payslip	
Employee no	Employee name
657	
PPS No. 43565437E	
Earnings	Amount
Basic Wage(€34 per hour 39 hours worked)	€1,326.00
Overtime (double pay for 8 hours overtime)	€544.00

The formula bar for cell B6 shows $=34*39$.

Basic wages

- Break down of pay given
- Formula used to calculate

The screenshot shows an Excel spreadsheet with the following data:

Payslip	
Employee no	Employee name
657	
PPS No. 43565437E	
Earnings	Amount
Basic Wage(€34 per hour 39 hours worked)	€1,326.00
Overtime (double pay for 8 hours overtime)	€544.00

The formula bar for cell B7 shows $=34*2*8$.

Basic wages

- Break down of pay given
- Formula used to calculate

Gross pay

The screenshot shows an Excel spreadsheet with the following data:

Payslip	
Employee no	Employee name
657	
PPS No. 43565437E	
Earnings	Amount
Basic Wage(€34 per hour 39 hours worked)	€1,326.00
Overtime (double pay for 8 hours overtime)	€544.00
Total Gross Pay	€1,870.00

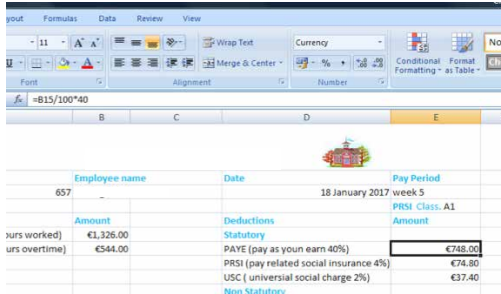
The formula bar for cell B15 shows $=SUM(B6:B14)$.

Gross-Pay

- Auto sum used to calculate

Student A: Teacher Support Notes

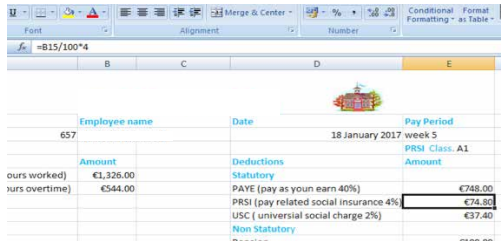
Tax



Employee name	Date	Pay Period
657	18 January 2017	week 5
		PRSI Class: A1
Amount	Deductions	Amount
Hours worked) €1,326.00	Statutory	
Hours overtime) €544.00	PAYE (pay as you earn 40%)	€748.00
	PRSI (pay related social insurance 4%)	€74.80
	USC (universal social charge 2%)	€37.40
	Non Statutory	

PAYE

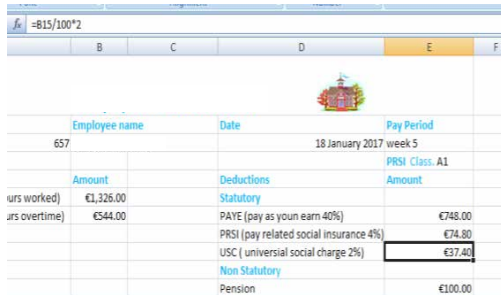
- Term explained
- % given
- Formula used to calculate



Employee name	Date	Pay Period
657	18 January 2017	week 5
		PRSI Class: A1
Amount	Deductions	Amount
Hours worked) €1,326.00	Statutory	
Hours overtime) €544.00	PAYE (pay as you earn 40%)	€748.00
	PRSI (pay related social insurance 4%)	€74.80
	USC (universal social charge 2%)	€37.40
	Non Statutory	

PRSI

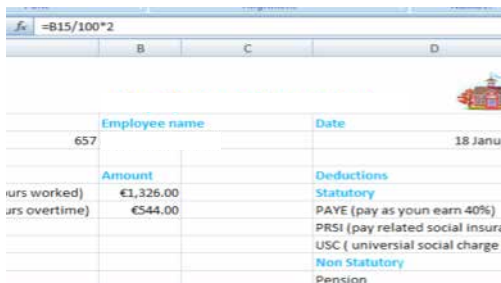
- Term explained
- % given
- Formula used to calculate



Employee name	Date	Pay Period
657	18 January 2017	week 5
		PRSI Class: A1
Amount	Deductions	Amount
Hours worked) €1,326.00	Statutory	
Hours overtime) €544.00	PAYE (pay as you earn 40%)	€748.00
	PRSI (pay related social insurance 4%)	€74.80
	USC (universal social charge 2%)	€37.40
	Non Statutory	
	Pension	€100.00

USC

- Term explained
- % given
- Formula used to calculate

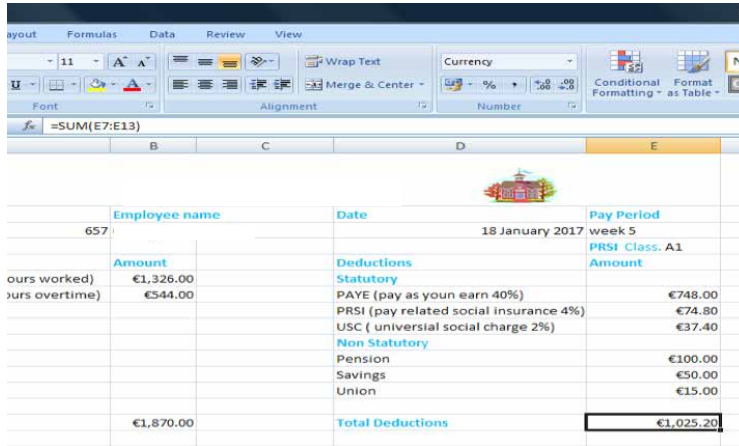


Employee name	Date
657	18 Janua
Amount	Deductions
Hours worked) €1,326.00	Statutory
Hours overtime) €544.00	PAYE (pay as you earn 40%)
	PRSI (pay related social insur
	USC (universal social charge 2
	Non Statutory
	Pension

Deductions divided under statutory and non-statutory

Student A: Teacher Support Notes

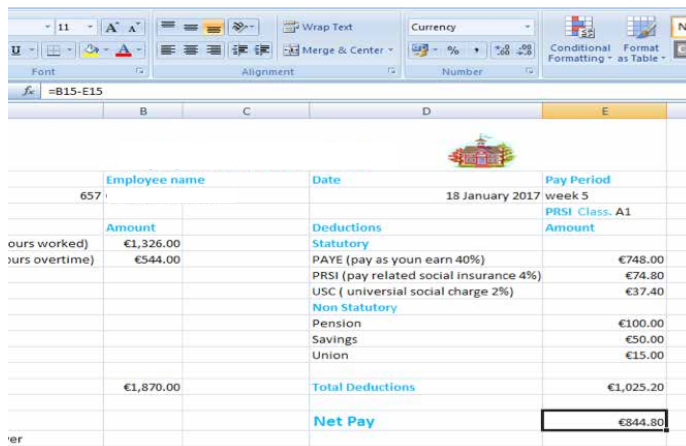
Total deductions



Employee name	Date	Pay Period	Amount
657	18 January 2017	week 5	
		PRSI Class. A1	
		Amount	
hours worked)			€1,326.00
hours overtime)			€544.00
		Deductions	
		Statutory	
		PAYE (pay as you earn 40%)	€748.00
		PRSI (pay related social insurance 4%)	€74.80
		USC (universal social charge 2%)	€37.40
		Non Statutory	
		Pension	€100.00
		Savings	€50.00
		Union	€15.00
		Total Deductions	€1,025.20

Total Deductions
• Auto sum used to calculate

Net pay



Employee name	Date	Pay Period	Amount
657	18 January 2017	week 5	
		PRSI Class. A1	
		Amount	
hours worked)			€1,326.00
hours overtime)			€544.00
		Deductions	
		Statutory	
		PAYE (pay as you earn 40%)	€748.00
		PRSI (pay related social insurance 4%)	€74.80
		USC (universal social charge 2%)	€37.40
		Non Statutory	
		Pension	€100.00
		Savings	€50.00
		Union	€15.00
		Total Deductions	€1,025.20
		Net Pay	€844.80

Net pay
• Formula used to calculate

Student A: Teacher Support Notes

Currency

Employee no	Employee name	Date	Pay Period
657		18 January 2017	week 5
PPS No. 43565437E			PRSI Class. A1
Earnings	Amount	Deductions	Amount
Basic Wage(€34 per hour 39 hours worked)	€1,326.00	Statutory	
Overtime (double pay for 8 hours overtime)	€544.00	PAYE (pay as you earn 40%)	€748.00
		PRSI (pay related social insurance 4%)	€74.80
		USC (universal social charge 2%)	€37.40
		Non Statutory	
		Pension	€100.00
		Savings	€50.00
		Union	€15.00
Total Gross Pay	€1,870.00	Total Deductions	€1,025.20
		Net Pay	€844.80



Total Deductions
• Auto sum used to calculate

Date


Employee name	Date	Pay Period
657	18 January 2017	week 5
Amount	Deductions	Amount
		PRSI Class. A1

Date
• Used date function to convert date to long format

Student B: Evidence of learning

 **Payeslip - Victoria's Secret** 

Employee No.	Employee Name	Date	Pay Period
111103			18/01/2017 Week 28
PPS No. 123456789K			PRSI Class: A1

Earnings	Amount	Deductions	Amount
Basic Wage	€3,000.00	PRSI (Pay Related Social Insurance)	€40.00
Overtime	€600.00	PAYE (Paye As You Earn)	€200.00
		USC (Universal Social Charge)	€20.00
		Pension	€50.00
		Savings	€50.00
Gross Pay	€3,600.00	Total Deductions	€360.00
		Net Pay 	€3,240.00

SC 1:
 The student included a number of details to a very high standard (see teacher support notes also)

SC 4:
 Indicated payment period with date and week number

SC 2:
 Included basic pay and overtime

SC 3:
 Included a number of statutory deductions and non statutory deductions

SC 1:
 Used auto sum and formula in Excel to calculate figures
 Used currency function for €

SC 4:
 Used colour in headings, made key headings stand out and included attractive and appropriate images. Got the business logo for an image

SC 4:
 The student could improve by using headings in deductions section (Statutory and non-statutory)

SC 2:
 The student could improve by showing how basic pay and overtime were calculated

SC 2:
 The student could improve by expressing tax as %

Student B: Teacher Support Notes

Gross Pay

Clipboard		Font	
B12		=SUM(B7:B11)	
A	B		
Payeslip - Victoria's Secret			
Employee No.	Employee Name	Date	
111103			
PPS No. 123456789K			
Earnings	Amount	Deductions	
Basic Wage	€3,000.00	PRSI (Pay Related Social Insurance)	
Overtime	€600.00	PAYE (Pay As You Earn)	
		USC (Universal Social Charge)	
		Pension	
		Savings	

Gross Pay
• Auto sum used to calculate

Total deductions

Clipboard		Font		Alignment		Number	
D12		=SUM(D7:D11)					
A	B	C	D	E	F	G	H
Payeslip - Victoria's Secret							
Employee No.	Employee Name	Date	Pay Period				
111103		18/01/2017	Week 28				
PPS No. 123456789K			PRSI Class. A1				
Earnings	Amount	Deductions	Amount				
Basic Wage	€3,000.00	PRSI (Pay Related Social Insurance)	€40.00				
Overtime	€600.00	PAYE (Pay As You Earn)	€200.00				
		USC (Universal Social Charge)	€20.00				
		Pension	€50.00				
		Savings	€50.00				
Gross Pay	€3,600.00	Total Deductions	€360.00				
		Net Pay	€3,240.00				
Prepared by: Keylah O'Keeffe							

Total Deductions
• Formula used to calculate

Student B: Teacher Support Notes

Net Pay

Payslip - Victoria's Secret		
Employee Name	Date	Pay Period
	18/01/2017	Week 28
		PRSI Class. A1
Amount	Deductions	Amount
€3,000.00	PRSI (Pay Related Social Insurance)	€40.00
€600.00	PAYE (Paye As You Earn)	€200.00
	USC (Universal Social Charge)	€20.00
	Pension	€50.00
	Savings	€50.00
€3,600.00	Total Deductions	€360.00
	Net Pay	€3,240.00

Gross pay:
Formula used to calculate

Tax

4	PPS No. 123456789K	
5		
6	Earnings	Deductions
7	Basic Wage	€3,000.00
8	Overtime	€600.00
9		PRSI (Pay Related Social Insurance)
10		PAYE (Paye As You Earn)
11		USC (Universal Social Charge)
		Pension
		Savings

Tax terms all explained

Currency

Payslip - Victoria's Secret		
Employee Name	Date	Pay Period
	18/01/2017	Week 28
		PRSI Class. A1
Amount	Deductions	Amount
	PRSI (Pay Related Social Insurance)	€40.00
	PAYE (Paye As You Earn)	€200.00
	USC (Universal Social Charge)	€20.00
	Pension	€50.00
	Savings	€50.00
	Total Deductions	€360.00
	Net Pay	€3,240.00

Currency:
All figures were put into Currency

Student C: Evidence of learning

Pay Slip f for: Ed Sheeran, Manor Music

Employee No.	Employee Name	Date	Pay Period
1893	Ed Sheeran	18/01/2017	Week 19
PPS No. 6759883F		PRSI Class A1	
Earnings	Amount	Deductions	Amount
		<i>Statutory (taxes)</i>	
Basic Wage	€650,000.00	PAYE	€100.00
Overtime	€400.00	PRSI	€50.00
		USC	€25.00
		<i>Non Statutory (optional)</i>	
		Health Insurance	€40.00
		Pension	€25.00
Gross Pay	€650,400.00	Total Deductions	€240.00
		Net Pay:	€650,160.00

SC 1:

The student included a number of details to a good standard (see also teacher support notes)

SC 4:

The student indicated payment period with date and week number

SC 2:

The student included basic pay and overtime

SC 3:

The student included a number of statutory deductions and non statutory deductions (and used a heading)

SC 1:

Used auto sum and formula in Excel to calculate figures

SC 4:

Used colour in headings, made key headings stand out.

SC 3:

Explained terms statutory and non-statutory

SC 1:

The student could improve by showing how basic pay and overtime were calculated

SC 2:

The student could improve by expressing tax as %

SC 4:

Presentation could have been more clear and attractive for the employee

Student C: Teacher Support Notes

Gross Pay

Clipboard		Font		Alignment		
C13		fx		=SUM(C7:C12)		
A	B	C	D	E	F	G
1	Pay Slip for: Ed Sheeran, Manor Music					
2	Employee No.	Employee Name	Date	Pay Period		
3	1893	Ed Sheeran	18/01/2017	Week 19		
4	PPS No. 6759883F		PRSI Class A1			
5	Earnings	Amount	Deductions	Amount		
6			<i>Statutory (taxes)</i>			
7	Basic Wage	€650,000.00	PAYE		€100.00	
8	Overtime	€400.00	PRSI		€50.00	
9			USC		€25.00	
10			<i>Non Statutory (optional)</i>			
11			Health Insurance		€40.00	
12			Pension		€25.00	
13	Gross Pay	€650,400.00	Total Deductions		€240.00	
14			Net Pay:		€650,160.00	

Gross Pay
• Auto sum used to calculate

Total Deductions

Clipboard		Font		Alignment		
F13		fx		=SUM(F7:F12)		
A	B	C	D	E	F	G
1	Pay Slip for: Ed Sheeran, Manor Music					
2	Employee No.	Employee Name	Date	Pay Period		
3	1893	Ed Sheeran	18/01/2017	Week 19		
4	PPS No. 6759883F		PRSI Class A1			
5	Earnings	Amount	Deductions	Amount		
6			<i>Statutory (taxes)</i>			
7	Basic Wage	€650,000.00	PAYE		€100.00	
8	Overtime	€400.00	PRSI		€50.00	
9			USC		€25.00	
10			<i>Non Statutory (optional)</i>			
11			Health Insurance		€40.00	
12			Pension		€25.00	
13	Gross Pay	€650,400.00	Total Deductions		€240.00	
14			Net Pay:		€650,160.00	

Total deductions
• Auto sum used to calculate

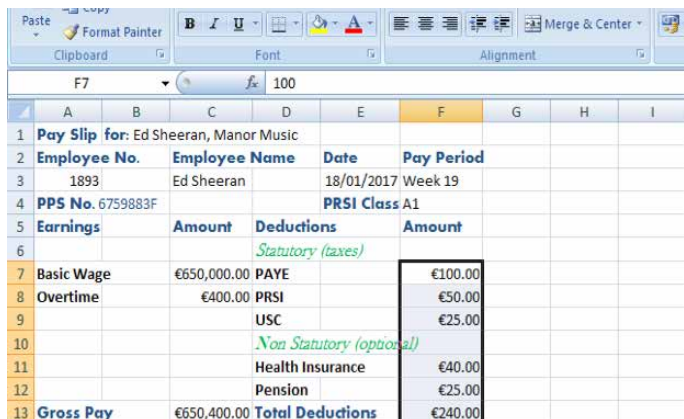
Student B: Teacher Support Notes

Net Pay

	A	B	C	D	E	F
1	Pay Slip for: Ed Sheeran, Manor Music					
2	Employee No.	Employee Name	Date	Pay Period		
3	1893	Ed Sheeran	18/01/2017	Week 19		
4	PPS No. 6759883F			PRSI Class A1		
5	Earnings	Amount	Deductions		Amount	
6			<i>Statutory (taxes)</i>			
7	Basic Wage	€650,000.00	PAYE			€100.00
8	Overtime	€400.00	PRSI			€50.00
9			USC			€25.00
10			<i>Non Statutory (optional)</i>			
11			Health Insurance			€40.00
12			Pension			€25.00
13	Gross Pay	€650,400.00	Total Deductions			€240.00
14			Net Pay:			€650,160.00
15						

Gross pay:
Formula used to calculate

Currency



	A	B	C	D	E	F
1	Pay Slip for: Ed Sheeran, Manor Music					
2	Employee No.	Employee Name	Date	Pay Period		
3	1893	Ed Sheeran	18/01/2017	Week 19		
4	PPS No. 6759883F			PRSI Class A1		
5	Earnings	Amount	Deductions		Amount	
6			<i>Statutory (taxes)</i>			
7	Basic Wage	€650,000.00	PAYE			€100.00
8	Overtime	€400.00	PRSI			€50.00
9			USC			€25.00
10			<i>Non Statutory (optional)</i>			
11			Health Insurance			€40.00
12			Pension			€25.00
13	Gross Pay	€650,400.00	Total Deductions			€240.00

Currency:
All figures were put into Currency

Tax

	PRSI Class A1	
nt	Deductions	Amount
	<i>Statutory (taxes)</i>	
00.00	PAYE	€100.00
00.00	PRSI	€50.00
	USC	€25.00
	<i>Non Statutory (optional)</i>	
	Health Insurance	€40.00
	Pension	€25.00
00.00	Total Deductions	€240.00
	Net Pay:	€650,160.00

Divided under statutory and non-statutory and these terms were explained

Student C: Teacher Support Notes

Other


	A	B	C	D
1	Pay Slip for: Ed Sheeran, Manor Music			
2	Employee No.		Employee Name	
3	1893		Ed Sheeran	
4	PPS No. 6759883F			
5	Earnings		Amount	Deductio
6				<i>Statutory</i>
7	Basic Wage		€650,000.00	PAYE
8	Overtime		€100.00	PPSI

Very creative with employee name, business name and basic pay.


Realising famous people have the opportunity to earn high wage

Teacher feedback: Overall judgement

Student A

Exceptional: 

Student B

Above expectations: 

Student C

In line with expectations: 