

# Task-Based Activity



## Verifying Hours Worked – Band Office Timesheets



### OALCF Link

#### Relevant Goal Paths (Spirit-Vision):

✓	EMPLOYMENT
✓	INDEPENDENCE
	POSTSECONDARY
✓	SECONDARY SCHOOL CREDIT
✓	APPRENTICESHIP

**Rationale:** Learners in the Employment and Apprenticeship Goal Paths will be required to manage time through keeping timesheets, and make simple comparisons and calculations. Learners in the Independence Goal Path may volunteer in a position where they will be required to do the same thing. Learners on the Secondary School Credit Goal Path have the opportunity to earn credits through an out-of-school work experience.



#### Learning Plan Link (Heart- Feeling):

It is often the task of the band office administrative assistant to collect the sheets, verify that the information is correct, check the signatures and initiate the process of payments. Translating data and numbers into charts, tables and graphs is an essential math skill for anyone holding a job in office administration. It is also essential for anybody who has to track and account for their own time.

#### Task-Based Activity Description:

In this task, the learner will read timesheets to verify hours worked by employees.



**Competency, Task Group and Level Indicator: (Mind - Knowledge)  
LEVEL:**

Find and Use Information			Communicate Ideas and Information				Understand and Use Numbers				Use Digital Technology	Manage Learning	Engage with Others
Read continuous text	Interpret documents	Extract info from films, broadcasts & presentations	Interact with others	Write continuous text	Complete and create documents	Express oneself creatively	Manage money	Manage time	Use measures	Manage data			
A1	A2	A3	B1	B2	B3	B4	C1	C2	C3	C4	D	E	F
A1.1	A2.2							C2.1					

**Materials Required**

Learner Task Sheet calculator  
Pen or pencil and eraser



**Overview of Task (Body-Skills)**

**Activity Introduction**

Discuss with the learner that an important table that everyone uses in most aspects of life is the timesheet. Employees want to make sure they get paid for the amount of time they've worked. It's often the duty of an administrative assistant to double check employees' timesheets. Employers also want to make sure they are paying employees the correct amount. Adding up data in a table format is an essential skill to verify the accuracy of a timesheet.

**New Words/Phrases**

Review the new words that are being introduced. Explain the meanings of the words to the learner. Not all new words are in the new word list. You may need to review additional words as the learner works through the activity.

**Instructions**

1. Have the learner fill in their name and the date on the learner sheet.
2. Have the learner complete the pre self-assessment.
3. Review the Learner Task Sheet with the learner.
4. When the learner has completed the activity, have him/her complete the post self-assessment.
5. After the learner has completed the task-based activity, complete the assessment section and review the results with the learner.
6. Discuss next steps with the learner.



## Task-Based Activity: Verifying Hours Worked - Band Office Timesheets

Learner Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Pre self-assessment

I need to improve my skills at reading texts to locate specific details.

- Yes
- No

I need to improve my skills at interpreting simple documents to locate details.

- Yes
- No

I need to improve my skills at measuring time to make simple comparisons and calculations

- Yes
- No

### New Words

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## Assessment

### Task-Based Activity: Verifying Hours Worked – Band Office Timesheets

Learner Name: \_\_\_\_\_ Date \_\_\_\_\_

Practitioner Name: \_\_\_\_\_

Performance Descriptors	Needs Work	Improving	Excellent
A1.1 Reads short texts to locate a single piece of information  Follow simple, straightforward instructional texts  A2.2 Extracts information from tables and forms  Uses layout to locate information			
C2.1 Adds, subtracts, multiplies and divides whole numbers and decimals  Understands and uses common date formats  Identifies and performs required operation  Chooses appropriate units of measurement (e.g. hours, minutes, seconds)  Interprets and represents time using whole numbers, decimals (e.g. .25, .5)			

**The learner needs to work on the following:**

**This task was successfully completed \_\_\_ This task needs to be tried again \_\_\_**

**Practitioner Comments:**

**Learner Comments:**

**Question Sheet:**

**Verifying Hours Worked - Timesheets:**

Look over the following timesheets to ensure that the employees have accurately calculated their total hours. These band employees have a paid lunch break.

- If the daily hours are correct, put your initials beside the daily number.
- If it is not correct, circle the error and write in the correct number.
- Adjust the Total Hours worked, if necessary.
- Sign the timesheet once you have verified it.

1. Melva's Timesheet

	<b>Start time</b>	<b>End time</b>	<b>Hours worked/ day</b>	
Monday	9 a.m.	3 p.m.	6	
Tuesday	8:30 a.m.	3 p.m.	6.5	
Wednesday	9 a.m.	4:30 p.m.	7.5	
Thursday	12 noon	4 p.m.	4	
Friday	1 p.m.	3:30 p.m.	2.5	
			<b>Total Hours Worked</b>	26.5
Authorize the accuracy of the timesheet with your signature:				

2. Donnie's Timesheet

	Start time	End time	Hours worked/day	
Monday	10 a.m.	2 p.m.	5	
Tuesday	10 a.m.	3:30 p.m.	5.5	
Wednesday	10 a.m.	3 p.m.	5	
Thursday	10 a.m.	2:30 p.m.	4.5	
Friday	10 a.m.	3 p.m.	6	
Total Hours Worked				24.5
Authorize the accuracy of the timesheet with your signature:				

3. Ruth's Timesheet

	Start time	End time	Hours worked/day	
Monday	7:30 a.m.	3 p.m.	7.5	
Tuesday	7:30 a.m.	1:30 p.m.	6	
Wednesday	7:30 a.m.	1:30 p.m.	6	
Thursday	7:30 a.m.	2 p.m.	6	
Friday	7:30 a.m.	1:30 p.m.	6	
Total Hours Worked				31.5
Authorize the accuracy of the timesheet with your signature:				

**Post self-assessment**

I think my skills have improved as a result of this activity.

- Yes
- No

**Answer Key**

1. Melva's Timesheet  
Learner should have initialled each daily entry and signed the timesheet as it is correct.

	Start time	End time	Hours worked/day	
Monday	9 a.m.	3 p.m.	6	Learner Initials
Tuesday	8:30 a.m.	3 p.m.	6.5	Learner Initials
Wednesday	9 a.m.	4:30 p.m.	7.5	Learner Initials
Thursday	12 noon	4 p.m.	4	Learner Initials
Friday	1 p.m.	3:30 p.m.	2.5	Learner Initials
			Total Hours Worked	26.5
Authorize the accuracy of the timesheet with your signature:				<i>Learner Signature</i>

2. Donnie's Timesheet  
Learner should have circled Monday's hours worked/day entry and replaced with 4 hours, as well as replacing Total Hours Worked with 25 hours before signing.

	Start time	End time	Hours worked/day	
Monday	10 a.m.	2 p.m.	5	4
Tuesday	10 a.m.	3:30 p.m.	5.5	Learner Initials
Wednesday	10 a.m.	3 p.m.	5	Learner Initials
Thursday	10 a.m.	2:30 p.m.	4.5	Learner Initials
Friday	10 a.m.	3 p.m.	6	5
			Total Hours Worked	<del>24.5</del> 24
Authorize the accuracy of the timesheet with your signature:				<i>Learner Signature</i>



3. Ruth's Timesheet

Learners should have circled and replaced Thursday's hours worked/day entry and replaced with 6.5 hours, as well as replacing Total Hours Worked with 32 hours before signing.

	Start time	End time	Hours worked/day	
Monday	7:30 a.m.	3 p.m.	7.5	Learner Initials
Tuesday	7:30 a.m.	1:30 p.m.	6	Learner Initials
Wednesday	7:30 a.m.	1:30 p.m.	6	Learner Initials
Thursday	7:30 a.m.	2 p.m.	6	6.5
Friday	7:30 a.m.	1:30 p.m.	6	Learner Initials
			Total Hours Worked	<del>31.5</del> <b>32</b>
Authorize the accuracy of the timesheet with your signature: <b>Learner Signature</b>				