

## **PART 3 MEASURING PRODUCTIVITY**

### **LEARNING OBJECTIVES**

**After completing Part 3, you will be able to**

- ✓ **Increase productivity in business applications**
- ✓ **Accurately enter data from invoices**
- ✓ **Complete calculations of a payroll register**
- ✓ **Increase your speed and accuracy in employment testing.**

This section provides you with job applications to test your proficiency and accuracy. Each application requires you to practice problem-solving. In any business situation, numbers don't always match and handwriting can't always be read, but the job must still be completed in a timely manner.

The employers in today's market are testing their potential employees. They expect you to be able to complete a test given with a minimum score of 98% accuracy and eight to ten thousand strokes per hour. The applications in this section will help you feel comfortable with employment testing and provide an increased level of proficiency. Practice the applications and test as often as you like. Your goal should be 100% accuracy. Each test has a time goal you should achieve.

Jobs to be completed include a payroll register and an invoice. The test to be completed is a check verification (proofing) sheet. The applications, payroll register and invoice; and the check verification test can be completed on a calculator or computer.

**Application 1 Payroll Register**

Calculate gross earnings for all temporary employees. Fill out the payroll register and provide the total payroll expense (total earnings) for this pay period. Employee are paid time and a half for overtime hours.

**Time Frame: 30 minutes**

**Total Payroll Expense: \$**

**Application 2 Invoice Billing**

Calculate the extensions of each item ordered and total each invoice. Provide the total dollar amount of invoices billed on April 26, 20xx.

**Time Frame: 20 minutes**

**Invoices Billed April 26, 20xx \$**

**Check Verification Employment Test**

Proof each check. Compare the \$ amount of each check to the \$ amount in written form. If they do not agree, circle the error and add the written form to your balance. Once you have proofed and added all the checks, provide the total dollar amount of checks written for the week.

**Time frame: 20 minutes**

**\$ Amount of checks written: \$**

**Check Errors:**

<b><u>Check #</u></b>	<b><u>\$ Amount</u></b>	<b><u>Correct \$ Amount (written form)</u></b>
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PAYROLL REGISTER  
TEMPORARY EMPLOYEES

Pay Period Ending: 4-30-2011

Soc Sec No.	Rates	Hours			Earnings		
		Regular	Overtime	Total	Regular	Overtime	Total
274-74-3700	\$ 10.00	40					
282-74-4968	\$ 10.00	40	5				
273-69-4256	\$ 7.00	35					
600-45-3117	\$ 7.00	37.75					
305-20-8129	\$ 7.00	38					
300-84-7254	\$ 8.50	20	3				
427-39-3663	\$ 8.50	30					
600-47-5106	\$ 8.50	40	6				
725-69-6491	\$ 8.50	40	8				
200-20-2020	\$ 8.50	35					
406-64-3591	\$ 7.75	39					
927-76-8461	\$ 6.95	38.25					
654-65-6229	\$ 8.00	38.25					
305-54-5047	\$ 9.00	40	4.3				
280-13-4836	\$ 9.00	40	6.5				
610-22-2629	\$ 9.25	40	8.95				
620-31-3451	\$ 9.25	40					
625-40-6252	\$ 9.25	40					
600-89-9100	\$ 9.50	40	12				
605-71-1181	\$ 9.50	40	15				
269-68-4716	\$ 8.10	40	5				
452-64-5201	\$ 7.00	30					
300-58-9269	\$ 7.50	40	10				
471-05-5800	\$ 8.50	40	2.25				
906-25-7101	\$ 9.00	40	5				
320-52-3769	\$ 8.00	38.75					
501-50-4020	\$ 7.00	38.75					
696-32-4644	\$ 8.10	40	10				
211-64-3939	\$ 7.50	39					
322-22-2332	\$ 9.50	35					
451-49-6672	\$ 10.00	35					
100-66-9952	\$ 9.00	40	6				
321-65-9874	\$ 9.25	40	4.25				
789-23-7413	\$ 7.00	40	4.75				
100-64-4126	\$ 7.50	40	5.25				
105-21-7843	\$ 7.75	40					
665-27-7000	\$ 7.75	38.75					
332-45-6679	\$ 8.25	39.25					
608-29-4791	\$ 8.50	40	3				
202-26-4165	\$ 9.50	40	6				
<b>Total Payroll Expense</b>							