

<b>Job Description</b>	<b>Payroll Register</b>  Participant will use the provided Job 1: Payroll Register worksheet to compute each employee's net pay and complete the total and payroll register for the week.
<b>Administration Time</b>	20 minutes
<b>Equipment, Supplies, and Materials Required</b>	<ul style="list-style-type: none"><li>• A computer workstation with spreadsheet software that will open Microsoft Excel® documents</li><li>• Accounting worksheets (provided to the Site Coordinator on the Client Services Center)</li><li>• Pencils</li><li>• Scratch paper</li><li>• Non-programmable calculator or 10-key business calculator</li></ul>