HOW TO USE THIS TEMPLATE.

If you have ClarisWorks© or any Claris© Spreadsheet Program*, simply double click the template's document icon.   Otherwise, import it into your spreadsheet program, using the import options described in your spreadsheet manual

The first steps involve entering the correct information into the spreadsheet.

) First enter the "week of" for the current pay period. Usually this is on a Friday.
    Any date format is acceptable.

2) Enter all the information for the first employee.

Social Security Number

Name

Marital Status   (Note: Must be entered 1 for married, 2 for single!)

Number of Exemptions - As of this version, this is not a linked or calculated number. This is only for pur-

poses of record keeping. Future versions

incorporate this function, allowing you to

change this number and effect the out-

come of the calculations. As of now it

does nothing.

Rate of Pay

Hours for that week.

All other calculations are automatically done. DO NOT attempt to enter numbers into any other cells.

3) Repeat step two for the next employee, until all employees are accounted for.

THAT'S IT!   Now every week, all you need to do is enter the "Week of" and the Employees hours and you're done. Now doesn't that make payroll calculation easy?

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NOTE
*many spreadsheet programs can import this, as it is in SLYK format, however some changes in data format and formula language might be altered in the import.