



Task Title: Completing a Time Card

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: Learners will fill out a time card and calculate the gross wages.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Complete and create documents/B3.1a
- Understand and Use Numbers/Manage money/C1.1
- Understand and Use Numbers/Manage time/C2.1

Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function

Learner Information

It is important for employees to track their hours and pay so they can check that the pay recorded on their pay stub is accurate.

Scan Joe's Time Card.

Joe's Time Card

PAY: \$17.95 an hour

WEEK ENDING: Friday October 9, 2026

	Start	Finish	Hours
Monday	9:00 a.m.	11:00 a.m.	
Tuesday	8:00 a.m.	2:00 p.m.	
Wednesday	8:00 a.m.	4:00 p.m.	
Thursday	10:00 a.m.	4:00 p.m.	
Friday			
Total Hours			
Total Pay \$			

Work Sheet

Task 1: Calculate how many hours Joe worked each day and fill in the time card.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Total the hours on the time card and enter in the "Total Hours".

Answer: No written response required here.

Task completed: Yes: ☐

Task 3: Calculate Joe's pay for the week and enter in "Total Pay".

Answer: No written response required here.

Task completed: Yes: ☐

Answers

	Start	Finish	Hours
Monday	9:00 a.m.	11:00 a.m.	2
Tuesday	8:00 a.m.	2:00 p.m.	6
Wednesday	8:00 a.m.	4:00 p.m.	8
Thursday	10:00 a.m.	4:00 p.m.	6
Friday			0
Total Hours			22
Total Pay \$			\$394.90

Note for Instructors: Review each question individually. If the learner calculated the hours worked incorrectly each day, use their incorrect numbers for the Total Hours worked (this is to see if they can add correctly, while the other is a time calculation). Also use the Total Hours they wrote down to check their answer on Total Pay (this is to see if they can multiply correctly).

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	scans to locate specific details			
B3.1a	makes a direct match between what is requested and what is entered			
C1.1	adds, subtracts, multiples and divides whole numbers and decimals			
	identifies and performs required operation			
	interprets and represents costs using monetary symbols and decimals			
	uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			
C2.1	adds, subtracts, multiplies and divides whole			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	numbers and decimals			
	understands and uses common date formats			
	identifies and performs required operation			
	measures time using common instruments, such as clocks, timers and stopwatches			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
