SPREADSHEETS

The information below is driven from TESLA Motors selected staff.

The staff include JACK, ALICIA, MASK, BROWN, XAVIER, RONALD, SONIA, CHRISTINE, PHILIPS and INNOCENT.

They earn the following amount as Basic Salary respectively: 860500, 860000, 270000, 880000, 600000,310000, 630000, 440000, 650000 and 755000.

 They have worked for 3, 8, 25, 11, 17, 9, 4, 18, 22 and 14 years respectively.

(a) You are required to enter the above information into a spreadsheet application using column NAME, BASIC SALARY and DURATION **(04 marks)**

(b) Add new column titles for Transport, Meals, Bonus, Gross and Net pay. **(1 marks)**

(c) Insert new column between employee name and basic salary for department. Use either IF or VLOOKUP function to assign departments using the information below. **(02 marks)**

100,000 – 300,000	Security
301,000 – 600,000	Accounts
601,000 – 900,000	Managers

(d) **Bonus is obtained by using the following conditions:** **(02 marks)**
− *Managers: 450000 + (Years worked multiplied by 10000).*
− *If Accounts: 250000 + (Years Worked multiplied by 7500).*
− *And the rest, 100000 + (Years Worked multiplied by 5500).*
(e)   Transport is calculated as 27% of Basic Salary. **(01 mark)**
(f)   Meals allowances are 42% of Basic Salary. **(01 mark)**
(g)   Determine the *Gross Pay* for each employee which is the sum of all allowances and Basic Salary. **(02 marks)**
(h)   Add a column after gross for PAYE and calculate PAYE which is 13% of the employee's gross pay. **(01 mark)**
(i)   Net Pay is calculated by subtracting PAYE from Gross. **(01 mark)**
(j)   Add your name and personal number as header. **(01 mark)**
(k)   Add thousand separators (,) with a suffix "shs" on all values in all your work. **(02 mark)**
(l)   Create a labelled chart showing basic salary for each employee. Place your chart on sheet 2 **(01 mark)**
(m)   Save your work as payroll and print. **(01 mark)**