**Course Name : Smart Office Management**

**Trainees ID** : SO-08(SPI)-04

**Trainer Name** : MD Jarir Thamed Khan

**Assignment Name** : Weekly Wage List

1. **Prepare a Wage Sheet Following the condition below:**

**Apply Designation Like Grade-1, Grade-2, Grade-3**

**Hours Above 40 are count as overtime hours,  
 Basic wage = Grade-1: 150tk per hour**

**Basic wage = Grade-2: 125tk per hour**

**Basic wage = Grade-3: 100tk per hour  
 Overtime hours= 40 – Hours/week   
 Overtime wages= 200 Tk per hour**

**Medical Allowance = 500 per week (Fixed)  
 Gross wage= Basic wage+ overtime wage  
 Tax= 10% of Gross wage  
 Net Amount= (Gross wage + medical allowance)-tax**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **sl** | **E-Id** | **E\_name** | **Designation** | **Hours/week** | **Basic Wage** | **Overtime Hours** | **Overtime wage** | **Medical allowance** | **Gross wage** | **Tax** | **Net Amount** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |