

Olney Company, Inc. is a small manufacturing firm located in Newtown, Pennsylvania. The company has a workforce of both hourly and salaried employees. Each employee is paid for hours actually worked during each week, with the time worked being recorded in quarter-hour increments. The standard workweek consists of 40 hours, with all employees being paid time and one-half for any hours worked beyond the 40 regular hours.

The Payroll Register for the pay period ending January 8, 20-- will be completed by you. Ms. Carmen V. Ruppert prepares the time clerk's report for each pay period, which is provided on the *Time Clerk's Report* page. Also, the *Hourly Wage/Salary Report* is provided.

1. Record the regular hours and the overtime hours worked for each employee, using the time clerk's report as your reference.
2. Complete the Regular Earnings columns (Rate per Hour and Amount) for hourly employees. For only hourly employees that worked overtime, complete the Overtime Earnings columns (Rate per Hour and Amount).
For salaried workers, complete the Regular Earnings column and show the hourly overtime rate and earnings only if overtime was worked.
3. Record the Total Earnings for each employee by adding the Regular Earnings and the Overtime Earnings.