

Filling in the DAILY Sheet

The screenshot shows the 'DAILY Sheet' with various sections:

- DAILY INCOME:** Enter Year before for Daily Income
- WARNINGS:** ONLY CHANGE VALUES IN YELLOW CELLS. DO NOT! DO NOT! DO NOT! CHANGE ANYTHING IN OTHER CELLS. You can kill the whole program!
- INSTRUCTIONS:** Enter your data in the yellow cells. To clear a cell use Delete. Day on keyboard ONLY.
- WORK SCHEDULE:** Enter the average number of hours that you work per day. Days worked/week: 3.5. Enter the average number of days you work per week.
- WEEKS Worked in the Year:** 52.14285714. If you work year round without any loss use 52.142857 or type in "fullyear".
- DAILY PAY:** \$160.00 per day worked.
- Summary:** Total Expenses: \$1072.36, Annual Pay: \$20,800.00, Effective Pay: \$19,727.64, Pensions/Effective Funds: \$1072.36.

Your entries go only in the **yellow cells**

ENTER ALL NUMBERS WITHOUT “,”
“\$” (comma and dollar sign) symbols,
FORMATTING TAKES CARE OF THAT.

1.

	B	C	D
30		Hourly	Daily
31			
32			days worked
33		Week1	3
34		Week2	5
35		Week3	2
36		Week4	4
37		Week5	
38	Daily Pay Worksheet	number of weeks	4
39		total days worked	14
40		average days/week	3.5 enter

If your days varying over the weeks, then **ENTER** your days for the weeks as shown. Then **ENTER** the **average days/week** number in B12 as directed. **OTHERWISE GO DIRECTLY TO 2.**

2.

	A	B	C
9	DAILY (per diem)		Enter DAIL
10		WORK SCHEDULE	
11	Hours worked/day	8	enter the a
12	Days worked/week	3.5	enter the a

ENTER your work schedule
Hours worked per day (8 in this example)
Days worked per week (3.5 in this example)

3.

	A	B	C
13		WEEKS Worked in the Year	
14	Weeks worked/year	52.14285714	<---If yo
15		52.1429 weeks =	

ENTER Weeks worked per year (in this example here 52.14... by typing **“fullyear”** instead of the number)

4.

	A	B	C
16		DAILY PAY	
17	\$ / day worked	\$160.00	\$20
18			\$20
19	Name		Ho

ENTER \$ per day worked (in this example \$160.00)

5. Hyperlink to EXPENSES sheet

NAVIGATION - GOTO	
START Sheet	
HOURLY INCOME Sheet	
DAILY INCOME Sheet	
WEEKLY INCOME Sheet	
MONTHLY INCOME Sheet	
ANNUAL INCOME Sheet	
EXPENSES Sheet	