

Filling In the WEEKLY

The spreadsheet is titled 'WEEKLY INCOME' and includes several sections:

- 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 key on keyboard ONLY.
- WEEKLY WORK SCHEDULE:**
 - Hours worked/day: 8
 - Days worked/week: 5
 - Weeks Worked in the Year: 40
- WEEKLY PAY:**
 - \$ / weeks worked: \$1,200.00
 - Actual Pay: \$62,571.43
 - Effective Pay: \$48,000.00
- Summary:**
 - Total Expenses: \$97.79
 - Actual Pay: \$100.00
 - Effective Pay: \$76.71
 - Remaining Effective Funds: -\$27.42

Your entries go only in the yellow cells

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

1.

9	WEEKLY	Enter
10	WORK SCHEDULE	
11	Hours worked/day	8 enter t
12	Days worked/week	5 enter t

ENTER your workschedule

- Hours worked per day (8 in this example)
- Days worked per week (5 in this example)

2.

13	WEEKS Worked in the Year	
14	Weeks worked/year	40 <---If you
15		40.0000 weeks =

ENTER Weeks worked per year (40 in this example)

3.

32		0.50 for
33	Enter Amount of Pay	\$2,400.00 bi-w
34	Weekly Pay Worksheet my weekly pay is	\$1,200.00 ente

If you are not paid once a week – like bi-weekly (every two weeks) ENTER information as shown and copy

data to B17 as directed. OUR GO DIRECTLY TO 4.

4.

16	WEEKLY PAY	
17	\$ / weeks worked	\$1,200.00
18		\$23.01
19	Name	Hourly

ENTER \$ per week hour worked in example \$1200.00)

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](#)