

# Final Tasks - Semester 1

25 pts each department leader needs to turn this sheet in on or before the day of the final. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points.

**Turn in a copy of this sheet to your teacher for final grading.**

**Chief Officers**

**Company Name** \_\_\_\_\_

## Task 1: Company Payroll:

Print and handout the December 15th Paychecks will reflect the pay period that ended 2 weeks prior to the issue date of the paycheck. Process and print company paychecks Print the December payroll report and put it in the accounting binder and upload the payroll file to the company Google Drive

\_\_\_\_\_  
Payroll Associate is responsible

5pts

**Evidence: December 15th Paychecks issued: teacher observation**

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Payroll Associate is responsible

5pts

**Evidence: December Payroll Report → Accounting Binder & Uploaded to company drive**

## Task 2. Personal Banking Tracking:

Download the **Bill Tracking** file from the Task Matrix. You will use this each month to record if employee have paid their bills in the bank. Add all employees to the file, alphabetically by last name. Then log into each employee bank account and confirm that they have paid all their required bills for October. Record if they have a record of purchasing from another company. Record each purchase. Each employee was required to purchase from 4 different companies.

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Banking Associate is responsible

15pts

**Evidence: Bill Tracking sheet for October → Canvas Final Tasks**