

Career Math
Project #6 Rubric – Payroll & Taxes

Name:

/32 = %

Spreadsheet #1 – Total Cost of Employees:

Basic Requirements

0 Points	1 Point	2 Points	3 Points	4 Points
Spreadsheet not completed.	All expect 4-5 aspects of spreadsheet not given. Minimum of 3 employees. Or, all aspects given but for 1 employee.	All expect 2-3 aspects of spreadsheet not given. Minimum of 3 employees. Or, all aspects given but for 2 employees.	All expect 1 aspect of spreadsheet not given. Minimum of 3 employees.	Spreadsheet includes hourly rate, monthly/annual pay, federal/state/local employer payroll taxes, leave pay, training/education pay, and total cost per employee. Minimum of 3 employees.

Calculations

0 Points	1 Point	2 Points	3 Points	4 Points
No totals given or calculated.	All components are calculated correctly, using correct tax rates, with the exception of 5-6 components.	All components are calculated correctly, using correct tax rates, with the exception of 3-4 components.	All components are calculated correctly, using correct tax rates, with the exception of 1-2 components.	All components are calculated correctly, using correct tax rates.

Spreadsheet #2 – One Payroll Period:

Basic Requirements

0 Points	1 Point	2 Points	3 Points	4 Points
Spreadsheet not completed.	All expect 4-5 aspects of spreadsheet not given. Minimum of 3 employees. Or, all aspects given but for 1 employee.	All expect 2-3 aspects of spreadsheet not given. Minimum of 3 employees. Or, all aspects given but for 2 employees.	All expect 1 aspect of spreadsheet not given. Minimum of 3 employees.	Spreadsheet includes pay dates, hours, gross pay, federal/state/local employer payroll taxes, FICA taxes, and net pay. Minimum of 3 employees.

Calculations

0 Points	1 Point	2 Points	3 Points	4 Points
No totals given or calculated.	All components are calculated correctly, using correct tax rates, with the exception of 5-6 components.	All components are calculated correctly, using correct tax rates, with the exception of 3-4 components.	All components are calculated correctly, using correct tax rates, with the exception of 1-2 components.	All components are calculated correctly, using correct tax rates.

Research Paper:

0 Points	1 Point	2 Points	3 Points	4 Points
No research paper submitted.	Research paper contains 2 components, but not all components are explained thoroughly. Or, contains 1 component explained thoroughly	Research paper contains 3 components, but not all components are explained thoroughly. Or, contains 2 components explained thoroughly	Research paper contains all 4 components, but not all components are explained thoroughly. Or, contains 3 components explained thoroughly	Research paper contains all 4 components mentioned on info sheet. Each aspect is explained thoroughly. Paper must be at least one page in length and formatted properly.

Timeliness

0 Points	1 Point	2 Points	3 Points	4 Points
No portion of the project was completed and submitted on time.	A portion of the components of the project were completed on time.	All components of the project were completed and submitted, and the project was presented passed the due date.	Project was completed and presented by the due date, but not all individual components were submitted by assigned dates.	All components of the project were completed and submitted to the teacher by the assigned due dates. The project was presented on time.

Presentation

Power Point

0 Points	1 Point	2 Points	3 Points	4 Points
PowerPoint not completed	PowerPoint is submitted but is missing key components and contains more than 2 mathematical or grammatical errors.	PowerPoint is submitted but missing key components, or contains all key components but contains more than 2 mathematical or grammatical errors.	PowerPoint is submitted including all key components. PowerPoint has 2 or less mathematical or grammatical errors.	PowerPoint includes information on all 4 key questions on info sheet. Each slide must be visually appealing, easy to follow and without mathematical or grammatical error. Minimum of 5 slides.

Oral Presentation

0 Points	1 Point	2 Points	3 Points	4 Points
Oral presentation was not completed.	Oral presentation was completed after the assigned class time and demonstrates a strong understanding of the material and adequate preparation.	Oral presentation was completed during the assigned class time but does not demonstrate a strong understanding of the material or adequate preparation.	Oral presentation was completed during the assigned class time and demonstrates a strong understanding of the material or adequate preparation but not both.	Oral presentation was completed during the assigned class time and demonstrates a strong understanding of the material and adequate preparation.