

Name: _____



ESSENTIAL SKILLS TRAINING PROGRAM

MASTERING MONEY HANDLING

SESSION 4

LEARNER WORKBOOK

The Nine Essential Skills – What are they?

1. Reading – Understanding materials written in sentences or paragraphs
2. Document Use – using and understanding checklists, symbols, labels, and other similar materials
3. Numeracy – using and understanding numbers
4. Writing – Writing text or typing on a computer
5. Oral Communication – using speech to share thoughts or information
6. Working with Others – interacting with others to complete tasks
7. Thinking – reviewing information to make decisions

There are 6 categories of thinking skills. These include:

- Problem Solving
 - Decision Making
 - Critical Thinking
 - Job Task Planning and Organizing
 - Significant Use of Memory
 - Finding Information
8. Computer Use – using computers and other technical tools
 9. Continuous Learning – participating in an ongoing process of gaining skills and knowledge

Adapted from: http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/taking_action_guide.shtml

Learning Outcomes

Following this session Learners will:

- Increase their numeracy skills in:
 - Balancing a Float
 - Cashing out Form
 - Decimal conversion for Time sheets
 - Making Change

Cashing Out

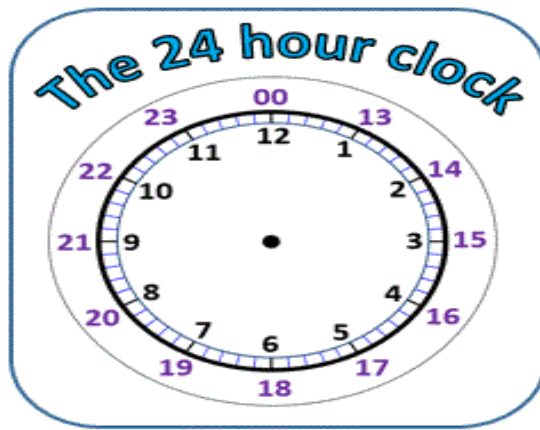
Float - This is the amount that you start out with in your cash register before there have been any transactions. Below is an example of the form that you might have. You may be required to count the float and record all the amounts as proof that it is accurate prior to the start of your shift.

Buy More Stuff Store	
Float Form	
Cashier: _____	Date: _____ Time: _____
<p>Loose Coins and Bills</p> <p>.01 x _____ = _____</p> <p>.05 x _____ = _____</p> <p>.10 x _____ = _____</p> <p>.25 x _____ = _____</p> <p>\$1 x _____ = _____</p> <p>\$2 x _____ = _____</p> <p>\$5 x _____ = _____</p> <p>\$10 x _____ = _____</p> <p>\$20 x _____ = _____</p> <p>\$50 x _____ = _____</p>	<p>Rolled Coins</p> <p>Penny Rolls \$.50 x _____ = _____</p> <p>Nickel Rolls \$2 x _____ = _____</p> <p>Dime Rolls \$5 x _____ = _____</p> <p>Quarter Rolls \$10 x _____ = _____</p> <p>Loonie Rolls \$25 x _____ = _____</p> <p>Toonie Rolls \$50 x _____ = _____</p> <p>Total Rolled: _____</p> <p>Total Loose Coins & Bills: _____</p>
Total FLOAT Loose and Rolled (Coins and Bills):	
Cashier's Signature: _____	
Manager's Initials: _____	

http://lbsold.monikadesigns.com/PDFS/Cashier_Curriculum.pdf

- After you shift you may be required to fill out a form that is similar to the one below.

<h2 style="margin: 0;">Cash Out Form</h2>	
Cashier: _____ Date: _____ Time: _____	
<p>Loose Coins and Bills</p> <p>.01 x _____ = _____</p> <p>.05 x _____ = _____</p> <p>.10 x _____ = _____</p> <p>.25 x _____ = _____</p> <p>\$1 x _____ = _____</p> <p>\$2 x _____ = _____</p> <p>\$5 x _____ = _____</p> <p>\$10 x _____ = _____</p> <p>\$20 x _____ = _____</p> <p>\$50 x _____ = _____</p>	<p>Rolled Coins</p> <p>Penny Rolls .50 x _____ = _____</p> <p>Nickel Rolls \$2 x _____ = _____</p> <p>Dime Rolls \$5 x _____ = _____</p> <p>Quarter Rolls \$10 x _____ = _____</p> <p>Loonie Rolls \$25 x _____ = _____</p> <p>Toonie Rolls \$50 x _____ = _____</p> <hr/> <p>Total Rolled Coins: _____</p> <p>Total Loose Coins and Bills: _____</p> <p>Total Cash: _____</p>
<p>Total Cash (in drawer): _____</p> <p>Total Debit Sales Slips (in drawer): _____</p> <p>Total Credit Card Sales Slips (in drawer): _____</p> <p style="padding-left: 40px;">Sales Subtotal: _____</p> <p style="padding-left: 40px;">Float: _____</p> <p style="padding-left: 40px;">Subtotal minus Float: _____</p> <p>Total Cash Sales (from end of shift receipt): _____</p> <p>Total Debit Sales (from end of shift receipt) _____</p> <p>Total Credit Card Sales (from end of shift): _____</p> <p>Total Sales: _____</p> <p>Total Sales from above: _____</p> <p>Minus "Subtotal minus Float" from above: _____</p> <p>+ / - Over or under: _____</p>	
Cashier's Signature: _____	
Manager's Initials: _____	



The 24 Hour Clock

- Some workplaces use the 24 hour clock. It is important to be familiar with it.

Remember: 1:00 am to 11:00 am is the same on both the 12 & 24 hour clock. From 1:00 pm to 11:00 pm just subtract 12 from the 24 hour time to figure out what it is in 12 hour time.

Example #1

Leah got to work at 8:30 am. She worked a 9-hour day. What time did she leave that day in the 24 hour clock?

Example #2

Rachelle came to work for 15:00 and finished at 22:00. How many hours did she work? What time did she start and finish in the 12 hour clock?

Let's Try

1. 5:00 pm _____
2. 2:00 am _____
3. 10:15 pm _____
4. 6:30 am _____

Time Cards

- Can be paper or digital
- It is important understand how they work so that they can be filled out properly.

Converting Minutes to Hours

Step 1: Figure out the total amount of hours and minutes Jonah worked 17 hours and 101 minutes

Step 2: Divide the minutes by 60 (there are 60 minutes in an hour) $101 / 60 = 1.683333....$

Step 3: Add the whole number hours to the amount $17 + 1.683 = 18.683$

Example #1

DAY OF THE WEEK	DATE	IN	OUT	TOTAL HOURS	TOTAL PAY
Monday	June 1	9:15	3:21	3 hrs 6 min	
Tuesday	June 2	3:30	9:55	6 hrs 25 min	
Wednesday	June 3	7:30	2:59	7 hrs 29 min	
Thursday	June 4	3:15	10:27	7 hrs 12 min	
Friday	June 5	4:35	11:23	6 hrs 48 min	
			TOTAL:		

Example #2

DAY OF THE WEEK	DATE	IN	OUT	TOTAL HOURS	TOTAL PAY
Monday	July 1	13:30	17:15	3 hrs 45 min	
Tuesday	July 2	9:00	15:21	6 hs 21 min	
Wednesday	July 3	11:00	21:47	10 hrs 47 min	
Thursday	July 4	16:30	23:56	7 hrs 56 min	
Friday	July 5	6:00	10:27	4 hrs 27 min	
			TOTAL:		

Have more questions after this workshop? Email

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RESOURCES

24 Hour Clock/Working with Hours

<https://www.math-salamanders.com/24-hour-clock-conversion.html>

<https://www.math-drills.com/timeworksheets.php>

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<https://wem.mb.ca/west-centres/>