

PAYROLL CALCULATION WORKSHEET

EMPLOYEE TYPE: FLSA/PAID or ACCRUED

WEEK ONE

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS
ACT								

1

3

TOTAL HOURS WORKED <hr/> TOTAL HOURS PAID <hr/> NOTE: 40 HOURS NOT PAID IT TAKES FROM GCT (Generated Covered Comp Time)	2		EXTENDED OT HOURS
	HOLIDAY PAY (Always Paid)		
	HOLIDAY OVERTIME (Paid or Accrued)		
	OVERTIME (Paid or Accrued)		
	LEAVE TAKEN (Always Paid)		
	REGULAR (Always Paid)		
	SHIFT (Always Paid)		Adjusted Reg.

WEEK TWO

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS
ACT								

1

3

TOTAL HOURS WORKED <hr/> TOTAL HOURS PAID <hr/> NOTE: 40 HOURS NOT PAID IT TAKES FROM GCT (Generated Covered Comp Time)	2		EXTENDED OT HOURS
	HOLIDAY PAY (Always Paid)		
	HOLIDAY OVERTIME (Paid or Accrued)		
	OVERTIME (Paid or Accrued)		
	LEAVE TAKEN (Always Paid)		
	REGULAR (Always Paid)		
	SHIFT (Always Paid)		Adjusted Reg.

Holiday Overtime: is equal to all hours worked on a Holiday by either a Covered (1.5) or Exempt (1.0) Employee. (Example: 8 Hours worked on a Holiday would be = 8 Hours of Holiday Overtime).

Overtime: is equal to Total Hours worked minus 40. (Example: 45 Hours Total Worked – 40 = 5 Hours of Overtime).

Regular: is equal to Total Hours worked minus all Overtime (Holiday & Regular). (Example: 45 Total Hours Worked – 5 Hours of Overtime = 40 Regular Hours).

Shift: is equal to Total Eligible Hours Paid (Example: 45 Total Hours Paid X Rate of Pay X Shift Percentage on the Employee’s Record).