

# PAYROLL CALCULATION WORKSHEET

EMPLOYEE TYPE: *FLSA/PAID or ACCRUED* WEEK ONE

CODE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS

1  
3

**TOTAL HOURS WORKED** \_\_\_\_\_

**TOTAL HOURS PAID** \_\_\_\_\_

**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

CODE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS

1  
3

**TOTAL HOURS WORKED** \_\_\_\_\_

**TOTAL HOURS PAID** \_\_\_\_\_

**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.

<b>WEEK ONE</b>	
TOTAL HOURS WORKED	
TOTAL HOURS PAID	
<b>WEEK TWO</b>	
TOTAL HOURS WORKED	
TOTAL HOURS PAID	
<b>PAY PERIOD</b>	
WEEK ONE	
WEEK TWO	
TOTAL HOURS (REG) PAID ON PAY STUB	

**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).