

# Overtime Calculation Worksheet

This overtime calculation worksheet is designed for employers who are subject to California's daily overtime requirements.

It is important to fill in the days at the top of the chart in accordance with your seven-day workweek. The Labor Commissioner will presume a workweek of Sunday through Saturday unless your company has designated otherwise (i.e., Monday through Sunday).

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Company

**Fill in seven-day work week.**

	_____	_____	_____	_____	_____	_____	_____	Hours Paid		
<b>Total Hours Worked</b>								_____	<b>Wage Rate</b>	<b>Wages Paid</b>
Straight Time x 1.0 [A]								_____	_____	_____
Overtime x 1.5 [B]								_____	_____	_____
Doubletime x 2.0 [C]								_____	_____	_____
Wages Paid for Workweek									_____	

## Notes:

- [A] All hours worked in a single workday up to and including eight, to a maximum of 40 in a workweek.
- [B] Hours nine through twelve in a workday; and all hours up to and including eight on the seventh consecutive day of work in a workweek; and all hours beyond 40 straight-time hours in a workweek.
- [C] Hours 13 through 24 in a workday, and; hours 9 through 24 on the 7th consecutive day of work in a workweek.

# Overtime Calculation Worksheet - Sample

This overtime calculation worksheet is designed for employers who are subject to California's daily overtime requirements.

It is important to fill in the days at the top of the chart in accordance with your seven-day workweek. The Labor Commissioner will presume a workweek of Sunday through Saturday unless your company has designated otherwise (e.g., Monday through Sunday).

Julie Douglas

Employee Name

California Computer Company

Company

## Fill in seven-day workweek.

	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>	Hours Paid	Wage Rate	Wages Paid
<b>Total Hours Worked</b>	<u>8</u>	<u>8</u>	<u>8</u>	<u>9</u>	<u>8</u>	<u>0</u>	<u>0</u>	<u>41</u>		
Straight Time x 1.0 [A]	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>0</u>	<u>0</u>	<u>40</u>	<u>9.00</u>	<u>360.00</u>
Overtime x 1.5 [B]	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>13.50</u>	<u>13.50</u>
Doubletime x 2.0 [C]	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>18.00</u>	<u>0.00</u>
Wages Paid for Workweek										<u>373.50</u>

## Notes:

- [A] All hours worked in a single workday up to and including eight, to a maximum of 40 in a workweek.
- [B] Hours nine through 12 in a workday; and all hours up to and including eight on the seventh consecutive day of work in a workweek; and all hours beyond 40 straight-time hours in a workweek.
- [C] Hours 13 through 24 in a workday; and hours nine through 24 on the seventh consecutive day of work in a workweek.