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Working overtime worksheet

Overtime rates worksheet answers. Working overtime worksheet answers. Working overtime effects.

Download [Weekly Timesheet Template for Excel](#) Use this weekly timesheet template to enter start and finish times each day. The table columns allow you to record and differentiate among regular, overtime, holiday, and other hour types. Employees can track hours and pay with the corresponding hour rates in the bottom three rows of this Excel timesheet template. To record work hours in your choice of formats and for various pay periods, check out our roundup of [free timesheet and time card templates](#). Download [Multiple Employee Timesheet Template for Excel](#) Multiple employees can use this timesheet template to identify work shifts and enter a week's worth of daily hours. With this [Microsoft Excel template](#), employees can also list their department and calculate total weekly hours. Use the daily break and lunch rows for accurate, up-to-the-minute tracking and record keeping. To enter and submit work hours each week, check out our [free weekly timesheet templates](#). Download [Weekly Project Timesheet Template for Excel](#) Project managers can use this weekly project timesheet template to track regular, overtime, vacation, and other employee hours every day of the week. This simple, detailed Excel template features sections that automatically total hours and calculate daily and weekly pay-by-hour totals and rates. The Project section at the top of the timesheet also includes a section to describe the project in detail, free templates designed specifically for biweekly pay periods. Download [Weekly Construction Timesheet Template for Excel](#) Construction teams can use this timesheet template to track important site information, as well as their trade, title, and ID number. Enter daily regular, overtime, and other hours — as well as the corresponding pay rates — to calculate total pay. General contractors can rely on this weekly timesheet template for accurate updates and estimates for construction job completion. To enter and submit daily work hours, check out our article with [free daily timesheet and time card templates](#). Download [Consultant Timesheet Template for Excel](#) Use this timesheet template to enter and track billable hours for the week and across multiple tasks. With seven columns for each day of the week, this template provides the scheduling flexibility consultants might need. Plus, the template includes space at the bottom of the chart for agreement and approval signatures. You can also enter, track, and manage monthly payrolls with one of these [free monthly timesheet templates](#). Download [Biweekly Timesheet Template for Excel](#) This timesheet template features space for employee and company details, as well as start and end dates for biweekly pay periods. List dates, along with specific start and end times for lunch and daily work hours, and add notes and more details in the space provided. To find and download timesheets in another spreadsheet format, use one of these [free Google Sheets timesheet templates](#). Download [Biweekly Project Timesheet Template for Excel](#) Use this biweekly project timesheet template to track work activities and hours for multiple projects at once. Project managers can use the template to track activity hours for two different projects on the same day over two weeks of work.

Download [Timesheet Template for Excel](#) This simple, detailed Excel template with 7 columns for each day of the week, as well as two daily breaks, for a biweekly pay period. This timesheet template includes sections to note employee and company information, including name, address, an ID number, and department. The bottom of the timesheet includes cells for total hours and pay for both regular and overtime hours. Download [Monthly Timesheet Template for Excel](#) Use this monthly timesheet template to enter and track regular, overtime, vacation, and other hours. The bottom rows of this template provide hour totals, rates for each hour type, and total pay calculations in an Excel spreadsheet. This template also includes a column that lists the total hours for daily work tracking. Download [Monthly Volunteer Timesheet Template for Excel](#) Describe volunteer work for different organizations on different days with this timesheet template.

Employee	Hours Worked							Rate
	M	T	W	T	F	S	S	
Austin Job	9 1/2	10	9 1/2	8 1/2	9 1/2	7	6	\$16.35


Case 3: Anita is paid her regular wage for an 8 hour day from Monday to Friday. She is paid time and a half for any extra hours from Monday to Friday and double time for hours worked on Saturday and Sunday. Calculate her gross pay.

	Calculations	Answer
Total # of Hours Worked		
# of Regular Hours		
# of Overtime Hours:		
Rate of Regular Pay		
Rate of Overtime Pay		
Amount of Regular Pay		
Amount of Overtime Pay		
Total Gross Pay		

Case #2: Anita is paid her regular wage for a 40 hour work week. She is paid time and a half for any extra hours during the week or on Saturday and Sunday. Calculate her gross pay.

	Calculations:	Answer:
Total # of Hours Worked		
# of Regular Hours:		
# of Overtime Hours:		
Rate of Regular Pay		
Rate of Overtime Pay		
Amount of Regular Pay		
Amount of Overtime Pay		
Total Gross Pay		

Volunteers can list amounts for required hours, completed hours, and the balance due for the month. This template features space for advisor contact information and a signature column for daily hours approvals. Download [Daily Timesheet Template for Excel](#) Use this timesheet template to enter regular, vacation, and other hours for any daily work Shift. You can then track hour totals and calculate gross pay. Plus, the bottom of the timesheet includes space for dated submission and advisor signatures. An Excel timesheet template is a spreadsheet that businesses use to track employee hours and manage their payrolls.



Langara

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OVERTIME SHEET

For completion of monthly basis
 For submission to: SAC/SSO
 per approval from: SAC/SSO

10. EMPLOYMENT SERVICES		Name		Last Name		Date of Birth	
Employee Number		First Name		Last Name		Date of Birth	
DATE	OVERTIME WORKED	OVERTIME AVAILABLE		DESCRIPTION OF WORK		Hourly Rate	Use Overtime
Month	Day	From	To	From	To		
January	1st	00:00	00:00	00:00	00:00		
February	1st	00:00	00:00	00:00	00:00		
March	1st	00:00	00:00	00:00	00:00		
April	1st	00:00	00:00	00:00	00:00		
May	1st	00:00	00:00	00:00	00:00		
June	1st	00:00	00:00	00:00	00:00		
July	1st	00:00	00:00	00:00	00:00		
August	1st	00:00	00:00	00:00	00:00		
September	1st	00:00	00:00	00:00	00:00		
October	1st	00:00	00:00	00:00	00:00		
November	1st	00:00	00:00	00:00	00:00		
December	1st	00:00	00:00	00:00	00:00		
January	1st	00:00	00:00	00:00	00:00		
February	1st	00:00	00:00	00:00	00:00		
March	1st	00:00	00:00	00:00	00:00		
April	1st	00:00	00:00	00:00	00:00		
May	1st	00:00	00:00	00:00	00:00		
June	1st	00:00	00:00	00:00	00:00		
July	1st	00:00	00:00	00:00	00:00		
August	1st	00:00	00:00	00:00	00:00		
September	1st	00:00	00:00	00:00	00:00		
October	1st	00:00	00:00	00:00	00:00		
November	1st	00:00	00:00	00:00	00:00		
December	1st	00:00	00:00	00:00	00:00		
January	1st	00:00	00:00	00:00	00:00		
February	1st	00:00	00:00	00:00	00:00		
March	1st	00:00	00:00	00:00	00:00		
April	1st	00:00	00:00	00:00	00:00		
May	1st	00:00	00:00	00:00	00:00		
June	1st	00:00	00:00	00:00	00:00		
July	1st	00:00	00:00	00:00	00:00		
August	1st	00:00	00:00	00:00	00:00		
September	1st	00:00	00:00	00:00	00:00		
October	1st	00:00	00:00	00:00	00:00		
November	1st	00:00	00:00	00:00	00:00		
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February	1st	00:00	00:00	00:00	00:00		
March	1st	00:00	00:00	00:00	00:00		
April	1st	00:00	00:00	00:00	00:00		
May	1st	00:00	00:00	00:00	00:00		
June	1st	00:00	00:00	00:00	00:00		
July	1st	00:00	00:00	00:00	00:00		
August	1st	00:00	00:00	00:00	00:00		
September	1st	00:00	00:00	00:00	00:00		
October	1st	00:00	00:00	00:00	00:00		
November	1st	00:00	00:00	00:00	00:00		
December	1st	00:00	00:00	00:00	00:00		
January	1st	00:00	00:00	00:00			

These templates allow employees to enter total hours and calculate pay easily, and are also customized and editable to suit your needs. Empower your people to go above and beyond with a flexible platform designed to match the needs of your team — and adapt as those needs change. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there's no telling how much more they can accomplish in the same amount of time. Try Smartsheet for free, today. Do you need a working hour template for Word or an overtime tracker for Excel? If the type of work you do requires a timesheet, like a contractor, temporary, or part-time employee, make sure that you have the exact one you need to accurately track the hours you work. Depending on the spreadsheet, you can track hours daily, weekly, or even include allocations for breaks and overtime. The following templates are easy to use and cover most time-tracking situations. Weekly Timesheets 1. Weekly Timesheet (Excel) If you like to use Excel as a time tracking spreadsheet, this Excel template for working hours from Microsoft Office works perfectly for weekly tracking. Just pop in your name, email, and phone number along with your manager's name. Enter the date, start and end times, and lunch breaks.

Study.com

Quiz & Worksheet - Overtime Pay Laws in CA

1. What is the regular rate of pay for an employee that makes \$1000 per month?
 - a. \$5.77 per hour
 - b. \$10.00 per hour
 - c. \$57.68 per hour
 - d. \$5.67 per hour
2. What is the maximum amount of hours an employee will be paid time and one-half over their regular rate of pay?
 - a. 12 hours
 - b. 3 hours
 - c. 8 hours
 - d. 4 hours
3. Jane worked 14 hours today. How would her overtime be broken down?
 - a. 12 hours paid at time and one-half and 2 hours paid double time
 - b. 14 hours paid at time and one-half
 - c. 14 hours double time pay
 - d. 8 hours regular rate pay, 4 hours time and one-half pay, 2 hours double time pay



The hours you work each day total at the end of the row. You can sort the columns if needed and the timesheet will show overtime hours based on a 40-hour workweek. If you don't like the color scheme, then this can be customized from within Excel. 2. Weekly Timesheet (Word) If you prefer to use Microsoft Word for your timesheet, this weekly template from Office works well too. You can include company information at the top, along with your name, title, status, employee number, and other details. Enter your start and end times, regular and overtime hours, then total them up at the end of the row. If you work part-time, this template is ideal because it does not include lunch breaks. There is also a handy spot at the bottom for signatures if you need to learn how to sign your documents online. 3. Weekly Timesheet With Unpaid Leave (Excel) This employee hours tracker Excel template from Vertex42 is a solid option if you need a weekly timesheet that includes unpaid leave. It has fields for regular and overtime hours, sick, vacation, and holiday hours, and unpaid leave at the end. There is also a field for Other, if necessary. You can add your rate per hour for each category to show your total hours worked, paid time off, and unpaid time off. The workbook also includes tabs for biweekly work weeks and those where both hours and minutes are needed.

Overtime Compliance Worksheet



On May 18, 2016, the U.S. Department of Labor (DOL) announced a [final rule](#) regarding overtime wage payment qualifications for the “white collar exemptions” under the Fair Labor Standards Act (FLSA). This worksheet is designed to help small businesses prepare for the new rules taking effect December 1, 2016.

- ☐ Identify employees currently classified as exempt from overtime with a salary under \$47,476 per year (\$3,956 per month) and estimate the number of hours they are currently working. Use a separate sheet if necessary.

Employee Name	Current Salary	Current Job Title	Average Hours

- ☐ Compare the costs of increasing their salary to the new threshold with paying overtime.
- To do this, determine the hourly pay rate for each employee by dividing their annual salary by 40 hours per week and 52 weeks per year. For example an employee who makes \$40,000 per year would have an hourly pay rate of \$19.23 (\$40,000/40/52).
 - Then determine the overtime pay rate by multiplying the regular pay rate by 1.5. In the example above, the overtime rate would be \$28.85 (\$19.23 x 1.5).
 - Figure out the increased cost of overtime by multiplying the total number of hours over 40 each week by the overtime rate. For the example above, if the employee regularly works 45 hour per week, the increased cost of overtime would be \$7,501 per year (\$ x \$28.85 x 52). In this case, the cost of paying overtime would be slightly higher than increasing the employee’s salary to the threshold.
- ☐ Evaluate timekeeping options for employees moving from exempt to non-exempt.
- If you decide to move employees from exempt to non-exempt, paying them an hourly rate and overtime you will need to track their hours worked. You accomplish this with a printed timesheet, an electronic spreadsheet or a timekeeping system.
- ☐ Audit job titles to ensure they support job duty requirements for exempt employees.
- ☐ Review overtime policies and procedures for employees.
- ☐ Consider other systems that would be affected as a result of employees move from exempt to non-exempt (such as requesting time off, scheduling, working remotely, etc.).
- ☐ Make a final decision for the company as soon as possible, but no later than November 1, 2016.
- ☐ Notify your payroll department of changes including pay rate, exempt/non-exempt status, job title, PTO accrual rate, etc. as soon as possible, but no later than November 15, 2016.
- ☐ Notify affected employees of changes no later than November 15, 2016.

This Overtime Compliance Worksheet is not intended to be exhaustive nor should any discussion or opinions be construed as legal advice. Readers should contact legal counsel for legal advice.

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If you are paid biweekly and track your hours that way on your time tracking spreadsheet, Vertex42 has a terrific template with automatic calculations. The Excel workbook has four tabs, including two for regular biweekly tracking in hours or minutes and two for California biweekly tracking in hours or minutes. Just pick your sheet, enter your personal information, and pop in your hourly rates. The sheet will automatically update with the data you enter, making it super easy to track biweekly hours and total pay. 5. Biweekly Basic Timesheet (Excel) If you want to stick with a personal time tracking spreadsheet on a biweekly basis, the template from CalculateHours has got you covered. Enter your log-in and log-out times, and the automatic calculations will pop in the rest. Be sure to add your hourly rate at the top so you can track your pay per day, week, and in total. The bottom of the template shows you the formats needed to perform the automatic calculations. So, take a peek at that before you begin. And you can choose from two tabs, one for seven-day work weeks and one for Monday through Friday work weeks. On CalculateHours.com, this template is called Excel Bi-weekly Timesheet in the template library. 6. Biweekly Overtime Timesheet (Excel) If overtime hours are a regular occurrence for your work week, then this biweekly timesheet from Microsoft Office might be your perfect overtime template. You simply enter your regular hours per day and then add overtime hours as well as sick or vacation hours. The sheet calculates your total hours automatically, the columns are sortable, and you can include signatures with dates at the bottom. All of the basic detail fields are available at the top, and the sheet has an attractive appearance. For keeping track of your hours per month without daily breaks, this Excel template from CalculateHours is a nice option. What is good about this one is that it automatically calculates the totals for you in both the weekly and summary areas. The workbook holds two different templates to suit your needs. One tab has slots for seven-day workweeks, while the other has slots for Monday through Friday. When you visit the template library on CalculateHours, the title for this one is Excel Monthly Timesheet. 8. Monthly Project Timesheet (Excel) If you need to know how many hours you've spent working on different projects, then take a look at this project hours tracker for Excel from Vertex42. Although this template may look similar to other working hours trackers, it allows you to break down your hours by project rather than just by day. Simply enter the normal details at the top, such as name, department, and company information. Then, add in the project names, optional codes, and a total number of hours per day. You can use the sections at the bottom for holiday, vacation, sick leave, or personal leave if needed. And there are spots for signatures at the end of the timesheet.

Student _____ Date _____ Period _____

1-2 Calculating Overtime Pay

Overtime pay is the amount of money you earn when you work more than your regularly scheduled hours. If you are paid 1½ times your regular rate, it is called **time and a half**. If you are paid twice your regular rate, you earn **double time**. Your *total pay* (or *gross pay*) is calculated by adding your overtime pay to your straight-time pay.

Overtime Pay = Overtime Rate × Overtime Hours Worked
Total Pay (Gross Pay) = Straight-Time Pay + Overtime Pay

Example

Find the total pay.
Anita Juarez earns \$9.50 for a regular 40-hour work week. Her overtime rate is 1½ times her regular rate. Last week she worked 8 hours of overtime in addition to her regular 40 hours. What was her total pay?

1. Find her straight-time pay.

Hourly Rate × Regular Hours Worked
\$9.50 × 40 hours = **\$380.00 straight-time pay**
3. Find her total pay.

Straight-Time Pay + Overtime Pay
\$380.00 + \$114.00 = **\$494.00 total pay**
2. Find her overtime pay.

Overtime Rate × Overtime Hours Worked
(1.5 × \$9.50) × 8 hours
\$14.25 × 8 hours = **\$114.00 overtime pay**

Practice

Find the total pay.

	Hourly Pay (40 hrs)	Straight- Time Pay	Overtime Rate	Overtime Hours	Overtime Pay	Total Pay
1.	\$7.25		2	12		
2.	\$9.80		1½	8		
3.	\$12.465		2	5.5		

4. Michael Sears' standard work week is 35 hours at a rate of \$8.675 per hour. He earns time and a half for weekend hours. This week he worked 3 extra hours on Saturday and 4 on Sunday. What is his total pay for the week?

5. **Standardized Test Practice** Piping Hot Pizza's busiest days fall on the weekend. It offers its employees time-and-a-half pay on Saturdays and double-time pay on Sundays. Lisa Edwards normally earns \$10.50 per hour. If, in addition to her regular 25 hours, she works 4 hours on Saturday and 6 hours on Sunday, what is her total pay for the week?

A. \$367.50 B. \$451.50 C. \$420.00 D. \$472.50

If you're a project manager and like to keep things in order with online apps or want to track daily hours per project, this is a good way to go. Maybe you need a weekly or biweekly timesheet with breaks in the day. For instance, if you work a split shift, you may enter hours worked in the morning and again in the evening. This template from Vertex42 is the one you want for that situation and has tabs for both weekly and biweekly work schedules. Using the same format for the time shown in the template, enter your times in and out. The spreadsheet will automatically update regular hours at the end of the row and calculate your total pay based on your rate and hours. You can also enter hours for holidays, vacations, and sick time. 10. Weekly Timesheet With Lunch Breaks (Excel) For those who need a weekly timesheet with lunch breaks in minutes, this one from CalculateHours is an excellent option for Excel. You just enter your log-in and log-out times and the total number of hours and minutes for your lunch break. You will see your total daily hours at the end of the row, total monthly hours at the bottom, and your total pay once you enter your dollar amount into the rate section. For a clean and basic template, this gets it done. Its title is Weekly Lunch EASY with Minutes of Lunch in the CalculateHours template library. Many companies use military time; if that sounds familiar, then this time tracking template from CalculateHours.com fits the bill. Titled Excel Weekly - Military Time, just enter the hours and minutes when you log in and log out and let the template do the rest. As with the other templates from CalculateHours.com, you can put your hourly rate at the top for automatic calculations. This is convenient for a fast view of your pay per day and week. 12. Timesheet Using Military Time - Lunch Breaks (Excel) If you need a weekly military timesheet that includes lunch breaks, use this option instead. This template is also from CalculateHours. Aside from the inclusion of the lunch break, this template differs from the other military time-based one in that you enter hours and minutes as decimals. If both breaks and decimals are what you need, and you like the convenience of automatic calculations, you get it all with this great template. Its title is Weekly Lunch with Military Time, entered in Decimals in the site's library. Keeping track of hours worked using a spreadsheet can be a time-consuming task in itself. Even though we have listed a dozen different timesheet templates here, there are even more out there, and some of them can get crazy specific. Some websites offer templates for multiple employees, people who work night shifts, and even those solely for project work. If tracking time using spreadsheets isn't your idea of fun, then there are plenty of other time-tracking options out there, including using phone apps.