

# Understanding the Workweek & Pay Period

\*\*Make sure you have a way to keep track of the hours you have worked. It is a good idea to have a calendar for this\*\*

APRIL						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
16 6:00	17 8:00	18 8:00	19 6:00	20 6:00	21 6:00	22 4:00
23 6:00	24 8:00	25 7:00	26 6:00	27 6:00	28 6:00	29 3:00
30 6:00	Notes:					

**Example:** Workweek begins Sunday 4/30, Pay period begins Monday 5/1. Sunday's hours "carryover" into Workweek #1 of the May 1<sup>st</sup> – 15<sup>th</sup> pay period to determine overtime and violations. These 6 hrs count towards weekly maximum hours.

Workweek #1		Workweek #2		Workweek #3		Workweek #4	
Claimed: 06:00		Claimed: 00:00		Claimed: 00:00		Claimed: 00:00	
S	0 0 0 0	S07	0 6 0 0	S14	0 6 0 0	S	0 0 0 0
M01	0 8 0 0	M08	0 8 0 0	M15	0 8 0 0	M	0 0 0 0
T02	0 8 0 0	T09	0 8 0 0	T	0 0 0 0	T	0 0 0 0
W03	0 6 0 0	W10	0 6 0 0	W	0 0 0 0	W	0 0 0 0
T04	0 6 3 0	T11	0 6 3 0	T	0 0 0 0	T	0 0 0 0
F05	0 6 3 0	F12	0 8 0 0	F	0 0 0 0	F	0 0 0 0
S06	0 7 0 0	S13	0 6 0 0	S	0 0 0 0	S	0 0 0 0
Total	42:00	Total	48:30	Total	14:00	Total	

MAY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00	8:00	8:00	6:00	6:30	6:30	7:00
7 6:00	8 8:00	9 8:00	10 6:00	11 6:30	12 8:00	13 6:00
14 6:00	15 8:00	16 New Pay Period	17	18	19	20

(MAY 1 – 6) Current pay period hours → 42:00  
 (APRIL 30) Carryover Hours → + 6:00  


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 Total Hours for Workweek #1 (Sun – Sat) = 48:00  
**\*\*8 hrs of OVERTIME will be paid for this workweek\*\***

**"May 1<sup>st</sup> – 6<sup>th</sup>"** paid at regular rate = \$11.85/hr  
**"April 30<sup>th</sup> Carryover"** paid at regular rate on PREVIOUS pay check  
**"Overtime Hours"** paid at ½ regular rate = \$5.925/hr

**Workweek Definition**  
 Sunday @ 12:00 am - Saturday @ 11:59 pm

**Pay Period Definition**  
 1<sup>st</sup> – 15<sup>th</sup> AND 16<sup>th</sup> – last day of month