

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 1st – 15th pay period to determine overtime and violations. These 6 hrs count towards weekly maximum hours.

MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00	1 8:00	2 8:00	3 6:00	4 6:30	5 6:30	6 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

Workweek Definition

Sunday @ 12:00 am - Saturday @ 11:59 pm

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	S 07 0 6 0 0	S 14 0 6 0 0	S 0 0 0 0
M 01 0 8 0 0	M 08 0 8 0 0	M 15 0 8 0 0	M 0 0 0 0
T 02 0 8 0 0	T 09 0 8 0 0	T 0 0 0 0	T 0 0 0 0
W 03 0 6 0 0	W 10 0 6 0 0	W 0 0 0 0	W 0 0 0 0
T 04 0 6 3 0	T 11 0 6 3 0	T 0 0 0 0	T 0 0 0 0
F 05 0 6 3 0	F 12 0 8 0 0	F 0 0 0 0	F 0 0 0 0
S 06 0 7 0 0	S 13 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 1 – 6) Current pay period hours → 42:00

(APRIL 30) Carryover Hours → + 6:00

Total Hours for Workweek #1 (Sun – Sat) = 48:00

****8 hrs of OVERTIME will be paid for this workweek****

"May 1st – 6th" paid at regular rate = \$11.85/hr

"April 30th Carryover" paid at regular rate on PREVIOUS pay check

"Overtime Hours" paid at ½ regular rate = \$5.925/hr

Pay Period Definition

1st – 15th AND 16th – last day of month