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**

**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 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

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

Pay Period Definition
1st – 15th AND 16th – last day of month