

Overtime & Gross Pay Worksheet

Federal FLSA method: 1.5× the regular rate for hours over 40 in a workweek. Nondiscretionary bonuses raise the regular rate.

Employee _____

Workweek of _____

Hourly rate \$ _____

Bonus this week \$ _____

Day	Hours worked
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Total hours (A)	

Line	How to calculate	Amount
Regular hours (B)	the lower of A and 40	
Overtime hours (C)	A – 40 (0 if A is 40 or less)	
Straight-time pay (D)	A × hourly rate	
Bonus (E)	nondiscretionary bonus this week	
Regular rate (F)	(D + E) ÷ A	
Overtime premium (G)	C × F × 0.5	
Gross pay	D + E + G	

Example: 45 hours at \$20 with a \$90 bonus → D = \$900, F = (\$900 + \$90) ÷ 45 = \$22.00, G = 5 × \$22 × 0.5 = \$55.00, gross pay = \$1,045.00.

State law can add daily overtime or double time. Use workweekmath.com/overtime/ for state rules.