Shift Differential & Overtime Worksheet

One workweek. Shift differentials are part of the regular rate for overtime (29 CFR 778.207(b)).

Employee _____ **Workweek of** _____

Base rate $** _____ **Differential ($ or %) _____

Day	Base-rate hours	Differential hours	Straight-time pay
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Totals			

Line	How to calculate	Amount
Differential rate (R)	Base rate + $ differential, or base × (1 + % ÷ 100)	
Straight-time pay (S)	Base hours × base rate + differential hours × R	
Total hours (H)	Base hours + differential hours	
Regular rate (RR)	S ÷ H	
Overtime hours (O)	H – 40 (0 if less)	
Overtime premium	O × RR × 0.5	
Gross pay	**S + overtime premium**	

Example: 30 hours at $20 + 16 night hours at $22 → S = $952.00, RR = $952 ÷ 46 = $20.70, 6 overtime hours × $20.70 × 0.5 = $62.09, gross pay = $1,014.09.