

Off-Site Instruction Packet Day 2

Some employers pay a set amount for every hour an employee works. This is called **regular pay**. An employee may also earn overtime pay for all hours worked over 40 within a pay period. The overtime rate is usually 1.5 times an employee's regular hourly pay. In some cases, such as on Sundays, an employer may pay double time or 2 times an employee's regular pay.

Formulas for Calculating Earning

Hours Worked \times Hourly Rate = Regular Pay

Overtime Hours Worked \times Overtime Rate = Overtime Pay

Regular Pay + Overtime Pay = Gross Pay

Name: _____ Date: _____ Period: _____

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Calculating Your Paycheck – Hourly and Overtime Pay

Directions: Read each question carefully.

1. Carol Jones is a receptionist in a doctor's office. She worked 35 hours this week. If her regular pay is \$9.68 per hour, what is Carol's gross pay?
2. Bill Granger is a parts clerk. He worked a total of 46.25 hours from Monday to Friday this week. If his regular pay is \$12.75 per hour, how much overtime pay did Bill earn? His regular work week is 40 hours.
3. Tonya Smith is a cashier at the local supermarket. She worked a total of 42.5 hours this week. If her regular pay is \$8.25, what is Tonya's gross pay?
4. Janet Henderson is a secretary. She works Monday to Friday every week. If she worked a total of 44.5 hours this week, and her regular pay is \$11.46 per hour, what is Janet's regular pay? What is Janet's overtime pay? What is Janet's gross pay?

5. Paul Sanderson is a machinist. He is paid \$13.45 per hour, time and a half for all hours worked over 40, and double time on Sundays. He worked the following hours this week:

Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
9	9.5	8.75	9.25	8	6

How many hours did Paul work? What is his gross pay?

6. Roy Jacobs is a crane operator and he is paid \$16.75 per hour. He worked the following hours this week:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	8.75	10	9	9.25	5

How many hours did he work? What is his overtime pay?

7. Penny Yoder is a mail clerk at the bank. Her gross pay this week, without any overtime, was \$306.25. Penny's regular pay is \$8.75 per hour. How many hours did Penny work this week?