

Overtime Calculation Worksheet

This overtime calculation worksheet is designed for employers who are subject to California's daily overtime requirements.

This worksheet only takes into account an employee receiving straight time hourly earnings at one rate of pay. The basis for calculating overtime is the employee's regular rate of pay which include almost all forms of pay that the employee receives, such as the value of meals and lodging. See [Calculating Overtime](#) (CalChamber members only) if you have employees receiving multiple rates of pay or compensation in addition to their hourly rate.

It is important to fill in the days at the top of the chart in accordance with your seven-day workweek. The Labor Commissioner will presume a workweek of Sunday through Saturday unless your company has designated otherwise (i.e., Monday through Sunday).

Employee Name

Company

Fill in seven-day work week

								Hours Paid		
Total Hours Worked (A)									Wage Rate	Wages Paid
Straight Time Hours x 1.0 (B)										
Overtime Hours x 1.5 (C)										
Doubletime Hours x 2.0 (D)										
Wages Paid for Workweek										

Notes:

- (A) All hours worked in a single day (regular and overtime hours).
- (B) All hours worked in a single workday up to and including eight, to a maximum of 40 in a workweek.
- (C) Hours after eight and through 12 in a workday; and the first eight hours on the seventh consecutive day of work in a workweek; and all hours beyond 40 straight-time hours in a workweek.
- (D) Hours after 12 and through 24 in a workday; and hours nine through 24 on the seventh consecutive day of work in a workweek.