

Work week dates	Regular hours worked (up to 40) plus paid time off hours	Regular pay rate	Regular pay earned (regular hours x regular rate)	Regular pay received (from your paystub)	Overtime hours worked (over 40, but do not count paid time off hours)	Overtime rate (regular rate x 1.5)	Overtime pay earned (overtime hours x overtime rate)	Overtime pay received (from your paystub)
Add the shaded columns			A.	B.			D.	E.
A – B = how much regular pay you are owed			C.		D – E = how much overtime pay you are owed		F.	
C + F = how much total pay you are owed								