



Overtime Calculation Worksheet

This overtime calculation worksheet is designed for employers who are subject to California’s daily overtime requirements. Some exceptions exist.

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).

Fill in seven-day work week.

| | | | | | | | | | Hours Paid |
|---------------------------|--|--|--|--|--|--|--|--|-------------------|
| Total Hours Worked | | | | | | | | | |
| Straight Time x 1.0 [A] | | | | | | | | | |
| Overtime x 1.5 [B] | | | | | | | | | |
| Doubletime x 2.0 [C] | | | | | | | | | |

Notes:

- [A] All hours worked in a single workday up to and including eight, to a maximum of 40 in a workweek.
- [B] Hours nine through twelve in a workday; and all hours up to and including eight on the seventh consecutive day of work in a workweek; and all hours beyond 40 straight-time hours in a workweek.
- [C] Hours 13 through 24 in a workday, and; hours 9 through 24 on the 7th consecutive day of work in a workweek.