

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
ACT								

Week One

Holiday Pay (always paid)	_____	Extended OT Hours		Total Hours Worked _____	Total Hours Paid _____
Holiday Overtime (paid or accrue)	_____ ()				
Overtime (paid or accrue)	_____ ()				
Leave Taken (always paid)	_____				
Regular (always paid)	_____	_____			
Shift (always paid)	_____	(Adjusted Reg)			

Holiday Overtime is equal to *all hours worked on a holiday* by either a covered (1.5) or exempt (1.0) employee.
 (i.e. 8 hours worked on a holiday would be = 8 hours of *Holiday Overtime*)

Overtime is equal to *Total hours worked minus 40*.
 (i.e. 45 total hours worked – 40= 5 hours of overtime)

Regular is equal to *Total hours worked minus all overtime (holiday and regular)*.
 (i.e. 45 total hours worked – 5 hours of overtime = 40 regular hours)

Shift is equal to *Total eligible hours Paid*.
 (i.e. 45 total hours paid x rate of pay x Shift percentage on the employee's record).

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ACT								

Week Two

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Overtime (paid or accrue)	_____ ()				
Leave Taken (always paid)	_____				
Regular (always paid)	_____	_____			
Shift (always paid)	_____	(Adjusted Reg)			

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