

Hours Worked and Pay Worksheet

Total Hours Worked Formula: Add all hours worked

Use this example to find hours worked per week:

Day of Week	Hours Worked	
Monday		Add: + + + + =
Tuesday		
Wednesday		
Thursday		
Friday		
Total Hours Worked for the Week:		Hours

Total Pay Formula: Multiply total hours worked per week by rate of pay

Use this example to find pay:

Rate of Pay	Total Hours Worked	
\$. /Hour		Multiply: X \$. =
Paycheck Total:		

Week beginning: _____ **Week ending:** _____

Day of Week	Hours Worked (+)	Workspace (if needed)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Total Hours Worked for the Week:		(X) Rate of Pay: \$ /Hour =
Paycheck Total:		\$