

## Attempting to Make Sense of Payroll

Time calculations on our pay stub do not equal the time calculation on the bidlist. To compare the hours on a pay stub to the hours on the bidlist you must make the following calculations:

1. Add all the hours on the paystub and then add in the following:
  - Overtime: Multiply your hours worked by one half to calculate the extra minutes at half time (ex. 2hrs OT –  $2 \times 0.5 = 1$ )
  - Shift Premium: number of hours of total work x shift premium rate / current rate of pay x 60 minutes (ex. 8hrs x 0.95 / 25.54 x 60 min = 17.8 min)
2. Compare to the bidlist

### Payroll Hours/Units Breakdown

Divide your actual minutes by 60 to arrive at your paystub decimal unit.

(ex. 1 min/60 = 0.016 or .02 rounded up)

Minutes =	Units	Minutes =	Units	Minutes =	Units
1min.=	.02	21 min.=	.35	41 min.=	.68
2=	.03	22=	.37	42=	.70
3=	.05	23=	.38	43=	.72
4=	.07	24=	.40	44=	.73
5=	.08	25=	.42	45=	.75
6=	.10	26=	.43	46=	.77
7=	.12	27=	.45	47=	.78
8=	.13	28=	.47	48=	.80
9=	.15	29=	.48	49=	.82
10=	.17	30=	.50	50=	.83
11=	.18	31 =	.52	51=	.85
12=	.20	32=	.53	52=	.87
13=	.22	33=	.55	53=	.88
14=	.23	34=	.57	54=	.90
15=	.25	35=	.58	55=	.92
16=	.27	36=	.60	56=	.93
17=	.28	37=	.62	57=	.95
18=	.30	38=	.63	58=	.97
19=	.32	39=	.65	59=	.98
20=	.33	40=	.67	60=	1.00

**Summary:** Payroll calculates all pay items at actual rate of pay for each item. Total work @ \$25.54, overtime @ \$38.31 (time and one half) and shift premium at \$0.95 per hour.