

BLENDED RATE HOURLY EMPLOYEE PAYROLL LEDGER

Multi-Rate Hours & Overtime (Weighted Average Method) Calculation Sheet

EMPLOYEE NAME

PAY PERIOD START

EMPLOYEE ID

PAY PERIOD END

DEPARTMENT / COST CENTER

PAYMENT DATE

1. STRAIGHT-TIME HOURS & RATES WORKED

JOB ROLE / SHIFT DESCRIPTION	HOURLY RATE (\$)	HOURS WORKED	STRAIGHT-TIME GROSS (\$)
Total Straight-Time	-		

2. BLENDED RATE & OVERTIME PREMIUM CALCULATION

Blended Rate (Weighted Average Regular Rate)	\$
<i>Formula: Total Straight-Time Gross ÷ Total Hours Worked</i>	
Overtime Premium Rate	\$
<i>Formula: Blended Rate × 0.5</i>	

OVERTIME EARNINGS CALCULATION	OVERTIME HOURS	PREMIUM RATE (\$)	OT PREMIUM GROSS (\$)
Overtime Premium (Hours over 40.0)			

3. PAYROLL SUMMARY

Total Straight-Time Earnings	\$
Total Overtime Premium Earnings	\$
Total Gross Earnings	\$
Less: Statutory Taxes (FICA, Federal, State, Local)	(\$)
Less: Other Deductions (Benefits, Retirement, etc.)	(\$)
NET PAY	\$

EMPLOYEE SIGNATURE & DATE

AUTHORIZED APPROVER SIGNATURE & DATE