



QUICK REFERENCE GUIDE:

Payroll Input Defined

= All OT hours worked this week in this classification on this project (even if that total is 0)

= All ST hours worked for this week in this classification on this project (even if that total is 0)

O.T. Overtime Hours	Hours Worked							* Total Project Classification Hours	* Rate of Pay
S.T. Straight Hours									

O.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
S.T.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Percentage of pay entered as a whole number (i.e. 60 = 60%)

Lump sum cash fringe payment

OJT %	Apprentice ID	Apprentice Wage %	Lump Sum	* Project Gross

= (Total OT Classification Hours * OT Rate of Pay) + (Total ST Classification Hours * ST Rate of Pay)

= Total pay period earnings in all classifications including but not limited to any reimbursements applied

* Gross Wages	FICA	Federal Income Tax	ESD	Union Dues	Other Deductions	* Total Deductions	* Net Wages

= Gross Wages - Total Deductions

Fringe Benefit Rates			
Hourly Cash Fringes	Hourly Non-Cash Fringes	Per Diem	

* Fringe Benefits Total

= Lump Sum + (Hourly Cash Fringes * total of ST & OT Project Classification Hours Worked) + (Hourly Non-Cash Fringes * total of ST & OT Project Classification Hours Worked)

= All per diem accrued this pay period / total of ST & OT Project Classification Hours worked (creating an hourly rate)

= FICA + Federal Income Tax + ESD + Union Dues + All Other Deductions (entered as a positive number)

If you need further assistance please contact your Module Admin