



WORK HOURS  
CALENDAR



EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

*(Dates entered in this calendar, e.g., May–Aug. 2010)*

EMPLOYER: \_\_\_\_\_

START OF WORKWEEK: \_\_\_\_\_

*(Sunday / Monday / Tuesday / etc.)*

PAY: \_\_\_\_\_

*(Hourly / Tips / Salary / Piece rate)*

## Minimum Wage

Generally, you must be paid at least the federal minimum wage for all the time that you work, whether you are paid by the hour, the day, or at a piece rate.

## Overtime & Regular Rate

If you are not an exempt employee, you must receive time and one-half your regular rate of pay after 40 hours of work in a 7-day workweek. Regular rate includes most compensation, including non-discretionary bonuses and shift differentials.

## Misclassification

Some employers misclassify workers who are employees under the law as something other than employees, sometimes calling them "independent contractors." When this happens, the workers do not receive certain workplace rights and benefits, such as the minimum wage and overtime pay, to which they are legally entitled.

## Recordkeeping

Generally, you should know that your employer must keep records of all wages paid to you and of all hours you worked, no matter where the work is done. Similarly, it is recommended

that you keep your own records of all the hours you work and of your pay. It is recommended that you keep all your pay stubs, information your employer gives you or tells you about your pay rate, how many hours you worked, including overtime, and other information on your employer's pay practices. This work hours calendar should help you keep as much information as possible.

Employers must pay employees for all the time worked in a workday. "Workday," in general, means all of the hours between the time an employee begins work and ends work on a particular day. Sometimes the workday extends beyond a worker's scheduled shift or normal hours, and when this happens the employer is responsible for paying for the extra time. Usually, workers have to be paid for all the time that they work, including:

- Waiting for repairs to equipment necessary for work
- Time spent traveling between worksites during the workday
- Time spent waiting for materials during the workday
- Breaks less than 20 minutes long
- Time spent completing unfinished work after a shift

**NOTE!** While most workers in the United States have these rights, some workers are not covered by federal labor laws. If the federal law does not apply, check with your State Labor Department.

The U.S. Department of Labor's Wage and Hour Division (WHD) is responsible for administering and enforcing some of the nation's most important worker protection laws. WHD is committed to ensuring that workers in this country are paid properly and for all the hours they work, regardless of immigration status. There are over 200 WHD offices throughout the country with trained professionals to help you. The information below is useful to file a complaint with WHD:

- Your name
- Your address and phone number (how you can be contacted)
- The name of the company where you work(ed)
- Location of the company (this maybe different from where you worked)
- Phone number of the company
- Manager's, supervisor's, or owner's name (who should we ask to speak to?)
- Type of work you did
- How and when you were paid (i.e. cash or check, every Friday)

## Calendar Instructions

For each day you work, fill in the following information:

- **Month:** Next to the month, write the year in which you are working
- **Date:** Write the date in the green box
- **Arrive:** Write when you arrived at the worksite
- **Start:** Write what time you started working
- **Stop:** Write what time you stopped working
- **Leave:** Write what time you left the worksite
- **Meal & Other Breaks:** Write in minutes how long your meal breaks or other breaks were

# MONTH

2012

(YEAR)

Date	S	M	T	W	T	F	S
28	Arrive			1 7:00	2	3	
	Start			7:30			
	Stop			4:30			
	Leave			5:00			
	Meal Breaks			30 min			
	Other Breaks			15 min			
	Arrive						
	Start						
	Stop						
	Leave						
	Meal Breaks						
	Other Breaks						
	Arrive						
	Start						
	Stop						
	Leave						
	Meal Breaks						
	Other Breaks						

# JANUARY

(YEAR)

Date	S	M	T	W	T	F	S
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							

# FEBRUARY \_\_\_\_\_

(YEAR)

Date	S	M	T	W	T	F	S
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							

# MARCH

(YEAR)

Date	S	M	T	W	T	F	S
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							

# APRIL

(YEAR)

Date	S	M	T	W	T	F	S
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
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Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							



# MAY

(YEAR)

Date	S	M	T	W	T	F	S
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
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Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							

# JUNE

(YEAR)

Date	S	M	T	W	T	F	S
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
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Meal Breaks							
Other Breaks							
Arrive							
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Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							

# JULY \_\_\_\_\_

(YEAR)

Date	S	M	T	W	T	F	S
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
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Meal Breaks							
Other Breaks							
Arrive							
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Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							

# AUGUST

(YEAR)

Date	S	M	T	W	T	F	S
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
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Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							

# SEPTEMBER

(YEAR)

Date	S	M	T	W	T	F	S
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
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Leave							
Meal Breaks							
Other Breaks							
Arrive							
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Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							

# OCTOBER

(YEAR)

Date	S	M	T	W	T	F	S
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
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Meal Breaks							
Other Breaks							
Arrive							
Start							
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Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							

# NOVEMBER

(YEAR)

Date	S	M	T	W	T	F	S
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
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Meal Breaks							
Other Breaks							
Arrive							
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Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							

# DECEMBER

(YEAR)

Date	S	M	T	W	T	F	S
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
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Meal Breaks							
Other Breaks							
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Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							







