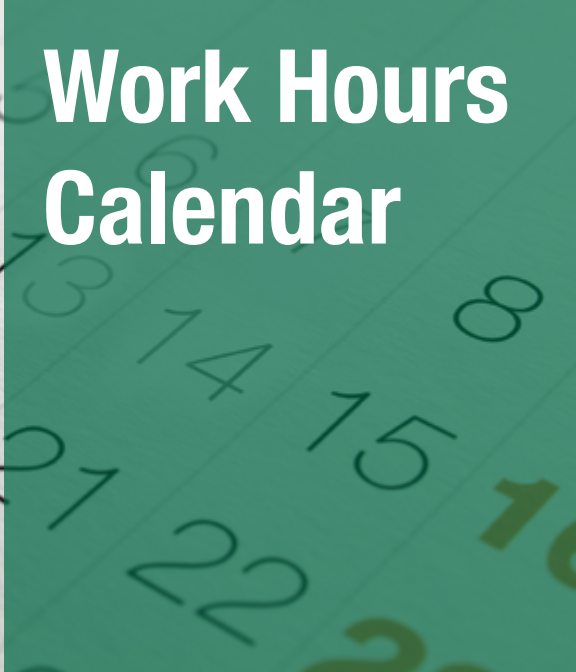




# Work Hours Calendar



# Work Hours Calendar



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

DATES \_\_\_\_\_

*(Dates entered in this calendar, e.g., April–July 2016)*

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 seven-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, we recommend that you keep your own records of all the hours you work and of your pay. We recommend 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's 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 more than 200 WHD offices throughout the country with trained professionals to help you. The following information 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** 2016  
(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							

SAMPLE

# 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							
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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							
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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							
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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							

# 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							
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Meal Breaks							
Other Breaks							
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Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							

# JUNE

\_\_\_\_\_  
(YEAR)

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

Arrive							
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Meal Breaks							
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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							
Leave							
Meal Breaks							
Other Breaks							

Arrive							
Start							
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Meal Breaks							
Other Breaks							
Arrive							
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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							
Start							
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							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
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							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
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							
Start							
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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							

# 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							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							
Arrive							
Start							
Stop							
Leave							
Meal Breaks							
Other Breaks							











## For more information

You work hard, and you have the right to be paid fairly. It is a serious problem when workers in this country are not paid every cent they earn. All services are free and confidential, whether you are documented or not. Please remember that your employer cannot terminate you or in any other manner discriminate against you for filing a complaint with WHD.

Call the U.S. Department of Labor's Wage and Hour Division at **1-866-487-9243** (toll free) or visit our website at **[www.dol.gov/whd](http://www.dol.gov/whd)**

