

Earnings Worksheet (for Cabrillo)

For a New Claim

Q: On average how many hours did you work per week?

A: There are many ways to calculate this, and they are all inexact estimates. You are the only one who knows how many hours you work per week. (Remember that your payment award will be based on how much you earned in your highest quarter of the last 6 quarters, and not on any of these figures, so don't stress about this.)

Here we base the calculation on a full-time load, which Cabrillo defines as 15 teaching units (TUs) per semester, totalling approximately 36 hours of work per week. This means that 1 TU equals approximately 2.4 hours per week.

Number of teaching units you had last semester: _____

Multiply this amount by 2.4 hours = _____ = the number of hours you worked per week.

Q: How much do you earn per hour?

Gross amount of your typical monthly check: \$ _____

Multiply this amount by 12 = \$ _____

Divide this result by 52 = \$ _____ = what you earned per week.

Now divide your weekly earnings by the number of hours worked per week to get your hourly rate:

Start with what you earned per week (from above): \$ _____

Divide this amount by the number of hours you worked per week (from above): _____

The result = \$ _____ = how much you earned per hour .

For Re-opening a Claim

Q: How much did you earn during the last calendar week you worked (Sunday through Saturday)?

Note: Even if your regular work week was not Sunday through Saturday enter the wages you earned for Sunday through Saturday.

Start with the gross amount of your last monthly check. To turn monthly amounts into weekly amounts, multiply the amount by 12 and divide the result by 52:

Gross amount of your last monthly check = _____

Multiply this amount by 12 = _____

Divide this result by 52 = _____ = what you earned during the last calendar week you worked.