

## Weekly Earnings Worksheet

If you work while claiming benefits, you must report your GROSS pay when EARNED. Wages must be reported when earned; do not wait until you receive a paycheck. The worksheet format below is to help you calculate your weekly earnings when needed. For benefit purposes, a claim week always begins with Sunday and ends the following Saturday.

Dates Worked	Hours Worked Each Day
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Total Hours for this Week	
Multiply by Hourly Rate of Pay	
Equals Weekly Gross Earnings (Pay Before Any Deductions)	= (Amount to Report)

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.