



Clerk Training Webinar

May 31, 2018
2:00 – 4:00 CST

OVERTIME
& BONUSES



NE WIC
5.31.18



Overtime & Bonuses

NE WIC 5.31.18

Bonus: One Time Payment

Is only counted in the month it is received



Bonus: One Time Payment

Examples:

- Holiday/End of year
- Reenlistment
- Hiring



Bonus:

Step 1 -- Enter amount earned from working

Income Determination					
Sources	Proof	Amount		Period	Note
 Employment	Pay stub (paper or elec...	\$800.00		Weekly	\$800 x 4

Step 2 -- Add a Row and Enter bonus as Annual Payment



Income Determination					
Sources	Proof	Amount		Period	Note
 Employment	Pay stub (paper or elec...	\$800.00		Weekly	\$800 x 4
Employment	Pay stub (paper or elec...	\$1,000.00		Annual	Bonus

Hiring or Reenlistment Bonus: Paid One Time

Step 1 -- Enter amount earned from working

Income Determination					
Sources	Proof	Amount		Period	Note
 Employment	Pay stub (paper or elec...	\$1,500.00		Bi-weekly	\$1,500 x 2

Step 2 -- Add a Row and Enter bonus as Annual Payment

Income Determination					
Sources	Proof	Amount		Period	Note
 Employment	Pay stub (paper or elec...	\$1,500.00		Bi-weekly	\$1,500 x 2
Employment	Pay stub (paper or elec...	\$5,000.00		Annual	Hiring Bonus

Uniform Allowances:
Handle the Same as Bonuses

Step 1 -- Enter amount earned from working

Income Determination					
Sources	Proof	Amount		Period	Note
 Employment	Pay stub (paper or elec...	\$800.00		Weekly	\$800 x 4

Step 2 -- Add a Row and Enter the Uniform Allowance as Annual Payment

Income Determination					
Sources	Proof	Amount		Period	Note
 Employment	Pay stub (paper or elec...	\$800.00		Weekly	\$800 x 4
 Employment	Pay stub (paper or elec...	\$2,000.00		Annual	Uniform Allowance

Overtime:

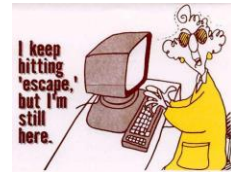
Defined As:

- **Hours worked in excess of 8 hrs./day or 40 hrs./week**



Overtime: Three Types

- 1) Routine, Regular, Frequent
- 2) Sporadic, Infrequent
- 3) Seasonal



Routine Overtime:

Overtime Pay on a Paystub:

- Every week or on a set (routine) pattern



Infrequent or Sporadic Overtime:

Overtime Pay on a Paystub:

- On only one paystub
- Paystub shows zero OT for time period covered, but there is OT shown for previous pay periods in the YTD area.

Seasonal Overtime:

On only one paystub

- Paystub shows zero for time covered, but there is OT shown for previous pay periods

Overtime: Routine or Frequent ??

Overtime on Paystub

Is it on every paystub?

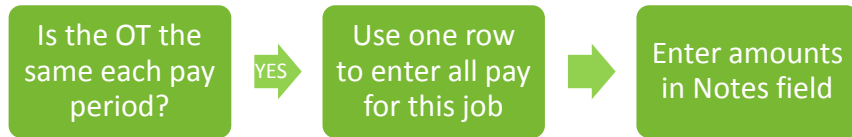
ASK - How often do you get extra hours?

ASK - Is it only for a month or two?

Examples Jobs with Routine Overtime:

- *Manufacturing*
- *Construction*
- *Packing Plant*

Documenting Routine Overtime:



Income Determination					
Sources	Proof	Amount		Period	Note
▶ Employment	Pay stub (paper or elec...	\$750.41		Weekly	\$750.41 x 4

Documenting Routine Overtime:



Income Calculator

Weekly Income | Bi-Weekly Income | Twice Monthly Income | Monthly Income | Hourly Income

Enter up to four weekly income amounts. Income Calculator will compute the average weekly income. Click the Close button to return to the Income panel.

Amount 1

Amount 2

Amount 3

Amount 4

Average Weekly Income

Documenting Routine Overtime:

Use one row to
enter all pay for
this job



Enter weekly
amounts in
Notes Field

Income Determination					
Sources	Proof	Amount	Period		
▶ Employment	Pay stub (paper or elec...	\$781.74	W	\$723.58; \$845.92; \$745.12; \$812.34	

Monthly

Overtime: Sporadic or Infrequent ??

Overtime on Paystub

Is it on every paystub?

NO

ASK - How often do you get extra hours?

CHECK – Paystub for OT in Year to Date

Documenting Infrequent Overtime:

Use one row to enter regular pay

Income Determination					
Sources	Proof	Amount		Period	Note
▶ Employment	Pay stub (paper or elec...	\$1,500.00		Bi-weekly	\$1.500 x 2

Documenting Infrequent Overtime:

Enter all regular pay
in that row



Enter paystub
amounts in Notes
Field

Income Determination					
Sources	Proof	Amount		Period	Note
▶ Employment	Pay stub (paper or elec...	\$1,500.00		Bi-weekly	\$1.500 x 2

Documenting Infrequent Overtime:



Income Determination					
Sources	Proof	Amount		Period	Note
Employment	Pay stub (paper or elec...	\$1,500.00		Bi-weekly	\$1,500 x 2
Employment	Pay stub (paper or elec...	\$267.47		Annual	Overtime

Seasonal Income:

Students



Retail



Construction



Farm



Holiday



Concrete



Seasonal Income:

- ***Lasts a limited/short time***
- ***Only for Part of the Year***
- ***Work Many Hours in a Pay Period***
- ***Little or No Income Rest of the Year***

Documenting Seasonal Income:

**Use the income calculator to
combine the amounts**

Income Calculator

Weekly Income | Bi-Weekly Income | Twice Monthly Income | Monthly Income | Hourly Income

Enter up to four weekly income amounts. Income Calculator will compute the average weekly income. Click the Close button to return to the Income panel.

Amount 1

Amount 2

Amount 3

Amount 4

Average Weekly Income

Documenting Seasonal Income:

Use one row to
enter pay



Choose
ANNUAL for
the Period



List amount(s)
in Notes Field

Income Determination					
Sources	Proof	Amount		Period	
Employment	Pay stub (paper or elec...	\$4,579.00		Annual	\$1102; \$1267; \$1004; \$1206

Questions ?

