

CALCULATING EMPLOYMENT INFORMATION (Section 2)

If accurate figures regarding the average number of employees and the total hours worked by your employees are not available, please use the steps below to estimate these numbers.

Average Number of Employees

1. Add the total number of employees paid in all pay periods for the year. 17,365 (a)
Include all full-time, part-time, temporary, seasonal, salaried, and hourly employees.
2. Count the number of pay periods for the year, including pay periods with no employees. 26 (b)
3. Divide the number of employees by the number of pay periods. $\frac{17,365}{a} / \frac{26}{b}$ 668 (c)
4. Round the answer to the next whole number. Enter this number in the line for "Annual average number of employees" in Item 2 on the front. 668 (d)

Total Hours Worked By All Employees

1. Enter the number of full-time employees in your establishment for the year. 654 (e)
2. Enter the number of work hours for a full-time employee in a year. _____ (f)
3. Multiply (e) by (f) to find the number of full-time hours worked. **X** 850,346 (g)
4. Add number of overtime hours and number of hours worked by other employees (part-time, temporary, seasonal). 53,233 (h)
5. Round the answer to the next highest whole number. Enter this number in the lines for "Total Hours Worked by All Employees Last Year" in Item 2 on the front. 903,579 (i)