

# Worksheet to Help You Fill Out the Annual Summary

At the end of the year, Cal/OSHA requires you to enter the average number of employees and the total hours worked by your employees on the Annual Summary. If you don't have these figures, you can use the information on this page to estimate the numbers you will need to enter on the Annual Summary at the end of the year.

How to figure the average number of employees who worked for your establishment during the year:

- 1** Add the total number of employees your establishment paid in all pay periods during the year. Include all employees: full-time, part-time, temporary, seasonal, salaried, and hourly.

The number of employees paid in all pay periods = **1** \_\_\_\_\_
- 2** Count the number of pay periods your establishment had during the year. Be sure to include any pay periods when you had no employees.

The number of pay periods during the year = **2** \_\_\_\_\_
- 3** Divide the number of employees by the number of pay periods.

$\frac{\mathbf{1}}{\mathbf{2}} = \mathbf{3}$  \_\_\_\_\_
- 4** Round the answer to the next highest whole number. Write the rounded number in the blank marked *Annual average number of employees*.

The number rounded = **4** \_\_\_\_\_

For example, Acme Construction figured its average employment this way:

| For pay period... | Acme paid this number of employees... |                            |          |
|-------------------|---------------------------------------|----------------------------|----------|
| 1                 | 10                                    | Number of employees paid = | <b>1</b> |
| 2                 | 0                                     |                            |          |
| 3                 | 15                                    | Number of pay periods =    | <b>2</b> |
| 4                 | 30                                    |                            |          |
| 5                 | 40                                    | $\frac{830}{26} =$         | <b>3</b> |
| ▼                 | ▼                                     | 31.92                      |          |
| 24                | 20                                    | 31.92 rounds to            | <b>4</b> |
| 25                | 15                                    |                            |          |
| 26                | +10                                   | 32 is the annual average   |          |
|                   | 830                                   | number of employees        |          |

How to figure the total hours worked by all employees:

Include hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day to day supervision by your establishment (e.g., temporary help services workers).

Do not include vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.

If this number isn't available, you can use this optional worksheet to estimate it.

### Optional Worksheet

- \_\_\_\_\_ Find the number of full-time employees in your establishment for the year.
- X** \_\_\_\_\_ Multiply by the number of work hours for a full-time employee in a year.
- \_\_\_\_\_ This is the number of full-time hours worked.
- +** \_\_\_\_\_ Add the number of any overtime hours as well as the hours worked by other employees (part-time, temporary, seasonal)
- \_\_\_\_\_ Round the answer to the next highest whole number. Write the rounded number in the blank marked *Total hours worked by all employees last year*.