

## EMPLOYMENT WORKSHEET

**Instructions:** Please complete for each household member who is currently employed. Attach pay stubs for 4 complete weeks of work and list in chart below *or* use an employment verification form completed by employer.

Household member name: \_\_\_\_\_

Is the household member the head of household?  Yes  No

If No, name of head of household: \_\_\_\_\_

How many hours are being worked per week? \_\_\_\_\_ Hours per week

Employment type:  Permanent  Temporary  Seasonal

SOURCE	PAY PERIOD	GROSS AMOUNT	<i>EXAMPLE</i>
			\$150
			\$250
			\$125
			\$75
	<b>TOTAL:</b>		\$600
	<b>NUMBER OF PAYCHECKS:</b>		4
	<b>AVERAGE PAYCHECK:</b> (TOTAL DIVIDED BY NUMBER OF PAYCHECKS)		\$150
	<b>FREQUENCY PAID:</b> (WEEKLY, BIWEEKLY, MONTHLY, ETC)		WEEKLY
	<b>NUMBER OF PAY PERIODS PER YEAR:</b>		52
	<b>ANNUAL AMOUNT:</b> (MULTIPLY AVG BY PAY PERIOD)		\$7800
	<b>ADJUSTED MONTHLY AMT:</b> (ANNUAL AMT DIVIDED BY 12)		\$650

\_\_\_\_\_  
SPC REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE