

A shift is made of layers

Keep the hour band and the once-only condition beside each amount.

1 · REGULAR HOURS

hours × base rate per hour =

2 · ADDITIONAL HOURS

base rate × stipulated multiplier = extra-hour rate

extra hours × extra-hour rate =

3 · ONCE-ONLY AMOUNT

allowance or other stated amount, once for the shift:

4 · MODEL GROSS TOTAL AND LIMIT

add 1 + 2 + 3; do not claim net pay or legal rates
