

WORKSHEET FOR CALCULATING NUMBER OF EMPLOYEES AND HOURS WORKED

Column ID	B	C	D	E	F	G	H	I
No. of Employees (including salary and hourly) and Hours Worked								
Pay Period	No. of Full-Time	Full-Time Hours (B x 40)	No. of Part-Time	Hours Worked	Temporary	Hours Worked	Seasonal	Hours Worked
1	25	1000	1	20				
2	24	960	1	20				
3	25	1000	1	20				
4	26	1040	1	20				
5	25	1000	1	20				
6	23	920	1	20				
7	25	1000	1	20				
8	26	1040	1	20				
9	24	960	1	20				
10	25	1000	1	20				
11	26	1040	1	20				
12	27	1080	1	20				
13	25	1000	1	20				
14	24	960	1	20				
15	25	1000	1	20				
16	24	960	1	20				
17	23	920	1	20				
18	25	1000	1	20				
19	27	1080	1	20				
20	26	1040	1	20				
21	29	1160	1	20				
22	36	1440	1	20				
23	40	1600	1	20				
24	43	1720	1	20				
25	42	1680	1	20				
26	45	1800	1	20				
27	43	1720	1	20				
28	46	1840	1	20				
29	47	1880	1	20				
30	50	2000	1	20	1	16		
31	54	2160	1	20	1	16		
32	49	1960	1	20	1	16		
33	54	2160	1	20	1	16		
34	49	1960	1	20	1	16		
35	52	2080	0	0	1	24		
36	52	2080	1	20	1	16		
37	53	2120	1	20	1	16		
38	49	1960	1	20	1	16		
39	47	1880	1	20	1	16		
40	45	1800	1	20	1	16		
41	44	1760	1	20	1	16		
42	39	1560	1	20				
43	37	1480	1	20				
44	36	1440	1	20				
45	36	1440	1	20				
46	35	1400	1	20				
47	36	1440	1	20				
48	35	1400	1	20				
49	34	1360	1	20				
50	35	1400	1	20				
51	35	1400	1	20				
52	34	1360	1	20				
Subtotals	1,861	74,440	51	1,020	12	200	0	0
1. Total Hours Worked By All Employees = C + E + G + I =				75,660				
2. Total Number of Employees Paid in All Pay Periods = B + D + F + H =				1,924				
3. Annual Avg. # of Employees = # of Employees in all Periods/ 52 =				37				
4. Recordable Case Incident Rate								
	# Recordable Injuries/Illnesses (from OSHA 300) ÷ Total Hours Worked By All Employees x 200,000 =							
		5	+	75,660	x 200,000 =	13.2		
5. Days Away From Work Incident Rate								
	# Injuries/Illnesses with Days Away From Work (from OSHA 300) ÷ Total Hours Worked By All Employees x 200,000 =							
		4	+	75,660	x 200,000 =	10.6		
Instructions for Calculations								
1. Calculations for Items 1, 2, and 3 are self-calculating based on the information placed in the spreadsheet.								
2. For Item 4, insert the total number of recordable injuries/illnesses from the OSHA 300 Form in the outlined box. The "Total Recordable Cases Incident Rate" will self-calculate.								
3. For Item 5, insert the total number of injuries/illnesses that experienced days away from work from the OSHA 300 Form in the outlined box. The "Days Away From Work Incident Rate" will self-calculate.								
Disclaimer: MAPIC assumes no responsibility for the accuracy of this spreadsheet. Presented is an example. If you decide to use this spreadsheet for yearly calculations, we recommend hand calculating the above information in order to confirm that the formulas are working correctly.								