

## 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:<br/>(TOTAL DIVIDED BY NUMBER OF<br/>PAYCHECKS)</b> |              | \$150          |
|        | <b>FREQUENCY PAID:<br/>(WEEKLY, BIWEEKLY, MONTHLY, ETC)</b>             |              | <i>WEEKLY</i>  |
|        | <b>NUMBER OF<br/>PAY PERIODS PER YEAR:</b>                              |              | 52             |
|        | <b>ANNUAL AMOUNT:<br/>(MULTIPLY AVG BY PAY PERIOD)</b>                  |              | \$7800         |
|        | <b>ADJUSTED MONTHLY AMT:<br/>(ANNUAL AMT DIVIDED BY 12)</b>             |              | \$650          |

\_\_\_\_\_  
S+C REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE