# Your First Days on the Job: Your Pay and Benefits

WEST BRANCH HIGH SCHOOL CBI PROGRAM

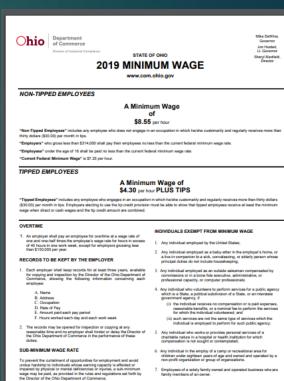
### Wages Are Pay for Each Hour You Work

- Most part-time jobs and entry-level jobs pay by the <u>hour</u>.
  - Some company's pay by the <u>week</u> and some pay <u>bi-weekly</u>.
- ► Your pay equals your wage times the number of hours worked.
  - If you earn \$7.00 an hour and worked 10 hours your pay would be \$70.00.



# Employers Must Pay at Least Minimum Wage

- If you work in Ohio the minimum wage is \$8.55 an hour for non-tipped workers and \$4.30 per hour for tipped workers.
- ▶ (Hourly wage with tips must equal \$8.15 per hour)



For information about additional exemptions, please visit the Ohio Division of Industrial Compliance or U.S. Department of Labor websites

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# Overtime is Extra Pay for Working More Than 40 Hours per Week

- ▶ If you work over 40 hours in a work week you receive overtime pay.
  - Overtime Pay: extra pay that you get when you work more than 40 hours per week. You may also receive extra pay for working on holidays, such as New Year's Day.
- Overtime pay is usually one and one-half times your regular wage. If you make \$9.00 per hour then your overtime pay would be \$13.50 for every hour over 40.



## Salary Is Monthly or Yearly Pay

- Salary: an amount of pay you earn for each month or year your work.
  - If you work on salary your pay will be the <u>same every paycheck.</u>
  - There is no overtime pay for salaried workers even if you work more than 40 hours per week.



## Tips Are a Reward for Good Service

- ▶ Tip: money that a worker receives from a customer for doing a good job.
  - Waitress or waiters get tips
  - Barbers and hairdressers
  - Food or other type of delivery people
  - Bellhop at a hotel
  - Valet at a hotel or restaurant
  - Washroom attendant





# Tips Are a Reward for Good Service

▶The law in Ohio says that if you are a tipped worker then your hourly wage and tips must equal \$8.15 per hour. If they don't then your employer must make up the difference.

#### Commissions Are a Portion of Sales

- Commission: pay based on how much you sell.
  - Usually you are paid a percentage based on how much you sell.
  - You earn a wage plus a percentage of the sales you make.



#### Time Sheets

- If you are paid by the hour then you will probably keep track of your hours by using some sort of time sheet.
  - These can be electronically done or on paper.
  - Keep track of your own hours so you can make sure that you are paid for the hours you worked. People do make mistakes.
- ▶ Some business use a time clock.





#### Benefits

- Benefits are extras that go with the job
  - Paid health insurance
  - Paid holidays
  - Paid sick days
  - Paid vacation days
  - Discounts on purchases on goods sold by the company you work for
  - Money for college
  - 401 K
- Some companies start giving you benefits on your first day of work.
- Some companies start giving you benefits after a few months or your "probationary period".
- You will be given all of the details of your benefits at your orientation. Just another reason to pay attention when you are there.

