

ADD UP WHAT YOU MAY BE OWED

Wage Theft Worksheet

Use this worksheet to estimate the pay you may be missing — unpaid overtime, off-the-clock hours, and kept tips — so you walk into a free consultation prepared.



Step 1 — Your basic pay

Your hourly rate	Usual hours per week	How you're paid (hourly / salary / tips)

Step 2 — Hours you worked but may not have been paid for

List each week. Off-the-clock work includes prep, cleanup, training, travel between sites, and answering messages after hours.

Week (date)	Extra / off-clock hours	Overtime hours (over 40)	Notes

Step 3 — Tips and other missing pay

- Tips that were kept by the employer or shared with managers/owners
- Pay below minimum wage after the tip credit
- Final paycheck not paid, or paid late
- Illegal deductions (uniforms, breakage, register shortages)
- Misclassified as an independent contractor when you worked like an employee

Step 4 — Rough estimate

Unpaid regular hours × rate	Overtime hours × 1.5 × rate	Kept tips / other	Estimated total

This is a rough estimate to help you get organized — not a legal calculation. Wage-and-hour rules vary by state, and there are filing deadlines. A licensed attorney can review your records and tell you what you may really be owed.

Next step: get matched, free, with a licensed employment attorney at workrightmatch.com/get-matched/. Many wage cases are handled on contingency.