

Business Name:		Use The Fields Below for Hourly Employees Only		
Employee Name/Initial/Code:	Job Type	Avg. Annual Income for Job Type (If Salaried)	Avg. Hours Worked Weekly	Avg. Hourly Wage for Job Type
AH	Server		15	\$ 9.25
AR	Server		15	\$ 9.25
TM	Server		15	\$ 9.25
RM	Server		15	\$ 9.25
CH	Server		15	\$ 9.25
DB	Server		15	\$ 9.25
JM	Server		15	\$ 9.25
SB	Server		15	\$ 9.25
DG	Cook		15	\$ 15.00
LL	Cook		15	\$ 15.00
MH	Cook		15	\$ 15.00
JK	Manager	\$ 45,000.00		

***EXAMPLE**

Worksheet Instructions

This information must be provided for every employee of the business, including the business owner.

Field Name:	Explanation:
Business Name	Provide the name of the business applying for the grant
Employee Name/Initial/Code	We do not necessarily need the employee's name, but we need a way to track which jobs in the program have been retained after the funds have been awarded. You may provide initials or an employee ID, or some other way of identifying this job.
Job Type	A simple description of the type of job that the employee has.
Avg. Annual Income For Job Type (If Salaried)	The Average Annual Income from this specific job type.
Avg. Hours Worked Weekly	For Non-Salaried Employees, please provide the average number of hours they work in a week
Avg. Hourly Wage for Job Type	Provide the average hourly wage of an employee at this job type

