

HOURS OF WORK

What do these 151.67 hours mean on my monthly payslip?

You work full-time, i.e. 35 hours a week, and yet your monthly payslip shows 151.67 hours worked...

which does not correspond to your actual working hours!

So where does this number of hours come from?

Overview “What does 151.67 hours of work mean?”

Why doesn't my pay slip show my actual number of hours worked?

Context
Work-related

Cognitive processes
Processing information
Reasoning

Target group (incl. necessary prior skills and competences)

Full-time employees

Already know how to use a calendar

Dispositions
Self-confidence
Motivation

Content
Quantity and number
Using a calculator

Outcomes and results

Calculating your working hours
Understanding monthly pay



Main information

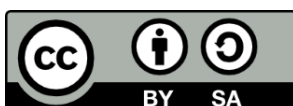
Content	Basic arithmetic operations
Target group	Priority is given to full-time employees, but this activity can also be aimed at part-time employees or jobseekers.
Learning intention	Numeracy for professional issues
Duration	1 lesson
Material and resources	Pay slips for different months, those of employees undergoing training or prepared by the trainer
Group size	5 to 12 learners
Problem statement	The payslip is an essential document, but not an easy one to read and understand. As well as identifying the various lines that make up the payslip, it is essential to identify the number of hours worked. In most cases, however, salaries are paid on a monthly basis, so the number of hours shown does not correspond to the hours actually worked over the period. This is often a source of misunderstanding and even conflict. So it's important to understand the principle of monthly pay.
Working questions	<ul style="list-style-type: none"> - What information is shown on my payslip? - What does and doesn't change each month? - Where do the 151.67 hours come from?
Learning outcomes and results	<ul style="list-style-type: none"> - Calculating your working hours: weekly, monthly, annually - Understanding monthly payments
Reference to National Qualification Frame	Optional (country's decision)



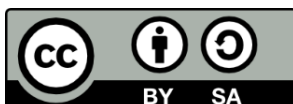
Working plan

Time (lessons)	Description of content/activities	Material	Methodical and didactic information ¹
35'	<p>The trainer presents the payslips, and asks the question: what doesn't change from one month to the next? Depending on the audience and their reading skills, they draw special attention to certain points, or leave the learners to find out.</p> <p>In addition to the statutory information (identification of the company, the employee, the workstation, the classification, etc.), it leads learners to point out two elements: the number of hours worked and the monthly salary.</p>	<p>Pay slips for the same employee but from different months If possible, those of the employees undergoing training, otherwise models prepared by the trainer (see appendix 1)</p>	<p>Questioning Discussing</p>
25'	<p>In pairs, the learners count the number of days worked per month, based on 5 days per week, and enter this number in the table in Appendix 2.</p> <p>They then calculate the corresponding working time, based on 7 hours a day, and enter it in the table below.</p> <p>The results are then compared in groups: the conclusion is clear: you don't work the same number of hours every month, and never 151.67 hours!</p> <p>The trainer explains that this is a choice, to allow the employee to receive the same salary every month, to make it simpler for both the employee and the employer. But how do we arrive at these famous 151.67 hours?</p>	<p>Calendars 2024 Appendix 2 Calculators if necessary to facilitate calculations</p>	<p>Collaborative learning Explicit teaching</p>

¹ for description and explanation of kinds of tasks, HITS and other background information please consult the teacher's/user's guide




25'	<p>In small groups, the learners work out how to calculate monthly working hours, based on known data: 7 hours a day or 35 hours a week.</p> <p>The teacher accompanies them in this exploration phase, but without giving the solution, only to encourage reflection (for example: "how many weeks are there in a year?").</p> <p>When some find a solution, the trainer asks them to also identify a verification method.</p>	Calculators if necessary to facilitate calculations	Collaborative learning
20'	<p>Back in the large group, the sub-groups propose their method of solving the problem and any solution they have found.</p> <p>The trainer summarises:</p> <ul style="list-style-type: none"> - The correct method is to calculate the annual working time and then divide it by 12. - 35 hours per week for 52 weeks = 1820 hours per year or 7 hours a day for 260 days = 1820 hours a year - 1820 hours divided by 12 = 151.67 hours 		Discussing Explicit teaching
20'	<p>Systematisation</p> <p>Individually, the learners carry out the calculations proposed in Appendix 3.</p>	<p>Appendix 3</p> <p>Calculators if necessary to facilitate calculations</p>	Individual
	<p>Possible extension: if learners know their hourly pay, they can calculate their annual pay and monthly pay.</p>		



Appendix 1

Example of a payslip:

ALPES 13 RUE DELANDINE 69002 LYON SIRET 325123206 00048 APEINAF 85598				BULLETIN DE PAIE CLARIFIE		Période du 01/01/24 au 31/01/24 Paiement le 31/01/24 par Virement	
Conv. coll. Organisme de Formation		M MARTIN Claude		69002 LYON			
Matricule 01275 Emploi Responsable de Pôle d'activité Paller 26 Salaire min. annuel branche (en €) 40366,03 Points de progression 2	Congé pris ce mois : 1,00						
Designation	Nombre	Base	Taux salarial	Part salarié		Part employeur	
Salaire conventionnel Salaire lié à la progression Absence congés payés Indemnité de congés payés	151,67	22,18		3364,04 19,94 156,18			
TOTAL BRUT				3383,98			
SANTE							
Sécurité Sociale - Maladie Maternité Invalidité Décès		3383,98			0,00	236,88	
Complémentaire Santé		3864,00			0,00	60,66	
Complémentaire Incapacité Invalidité Décès		3383,98			0,00	68,69	
ACCIDENTS DE TRAVAIL-MALADIES PROFESSIONNELLES		3383,98			0,00	39,93	
RETRAITE							
Sécurité Sociale plafonnée		3383,98	6,900		233,49	289,33	
Sécurité Sociale déplafonnée		3383,98	0,400		13,54	68,36	
Complémentaire Tranche 1		3383,98	4,418		149,51	224,08	
FAMILLE		3383,98			0,00	116,75	
ASSURANCE CHOMAGE							
Chômage		3383,98			0,00	143,82	
APEC		3383,98	0,024		0,81	1,22	
AUTRES CONTRIBUTIONS DUES PAR L'EMPLOYEUR		3383,98			0,00	189,37	
		4257,56			0,00	180,94	
		1889,31			0,00	176,65	
		127,66			0,00	10,21	
CSG déductible de l'impôt sur le revenu		3452,42	6,800		234,76	0,00	
CSG/RDS non déductible de l'impôt sur le revenu		3452,42	2,900		100,11	0,00	
TOTAL DES COTISATIONS ET CONTRIBUTIONS					732,22	1806,89	
MONTANT NET SOCIAL					2651,76		
MONTANT NET A PAYER AVANT IMPOT SUR LE REVENU							
2651,76							
IMPOT SUR LE REVENU		Base	Taux	Montant	Cumul annuel		
Montant net imposable				2751,87	2751,87		
Montant des heures compl/suppl exonérées				0,00	0,00		
IMPOT SUR LE REVENU PRELEVE A LA SOURCE		2751,87	9,90	272,44	272,44		
MONTANT NET A PAYER (en Euros)							
2379,32							
TOTAL VERSE PAR L'EMPLOYEUR							
5190,87							
Cumulés	Salaire brut	Ch. salariales	Ch. patronales	Av. en nature	Hrs travaillées	Coût total	
Période	3383,98	732,22	1806,89	0,00	151,67	5190,87	
Année	3383,98	732,22	1806,89	0,00	151,67	5190,87	

Pour la définition des termes employés, se reporter au site internet service-public.fr rubrique cotisations sociales.
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ALPES
13 RUE DELANDINE
69002 LYON
SIRET 325123206 00048 APEINAF 8559B



BULLETIN DE PAIE CLARIFIE

Période du 01/02/24 au 29/02/24
Paiement le 29/02/24 par Virement

Conv. coll. Organisme de Formation

Matricule 01275 Congé pris ce mois : 5,00
Emploi Responsable de Pôle d'activité
Palier 26
Salaire min. annuel branche (en €) 40366,03
Points de progression 2

M MARTIN Claude

69002 LYON

Désignation	Nombre	Base	Taux salarial	Part salarié		Part employeur
				Gain	Retenue	
Salaire conventionnel	151,67	22,18		3364,04		
Salaire lié à la progression				19,94		
Absence congés payés					780,90	
Indemnité de congés payés				780,90		
TOTAL BRUT				3383,98		
SANTE						
Sécurité Sociale - Maladie Maternité Invalidité Décès		3383,98			0,00	236,88
Complémentaire Santé		3864,00			0,00	60,66
Complémentaire Incapacité Invalidité Décès		3383,98			0,00	68,69
ACCIDENTS DE TRAVAIL-MALADIES PROFESSIONNELLES		3383,98			0,00	39,93
RETRAITE						
Sécurité Sociale plafonnée		3383,98	6,900		233,49	289,33
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Complémentaire Tranche 1		3383,98	4,418		149,51	224,08
FAMILLE						
ASSURANCE CHOMAGE						
Chômage		3383,98			0,00	143,82
APEC		3383,98	0,024		0,81	1,22
AUTRES CONTRIBUTIONS DUES PAR L'EMPLOYEUR						
		4257,55			0,00	180,94
		1889,32			0,00	176,65
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TOTAL DES COTISATIONS ET CONTRIBUTIONS					732,22	1806,89
MONTANT NET SOCIAL					2651,76	

MONTANT NET A PAYER AVANT IMPOT SUR LE REVENU	2651,76			
IMPOT SUR LE REVENU	Base	Taux	Montant	Cumul annuel
Montant net imposable			2751,87	5503,74
Montant des heures compl/suppl exonérées			0,00	0,00
IMPOT SUR LE REVENU PRELEVE A LA SOURCE	2751,87	9,90	272,44	544,88
MONTANT NET A PAYER (en Euros)	2379,32			
TOTAL VERSE PAR L'EMPLOYEUR	5190,87			

Cumuls	Salaire brut	Ch. salariales	Ch. patronales	Av. en nature	Hrs travaillées	Coût total
Période	3383,98	732,22	1806,89	0,00	151,67	5190,87
Année	6767,96	1464,44	3613,78	0,00	303,34	10381,74

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Appendix 2

MONTH	Number of working days	Number of working hours
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		



Appendix 3

Some examples:

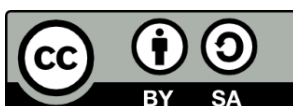
- An employee's working time = 20 hours per week.
Calculate monthly working hours.

- An employee's working time = 30 hours per week.
Calculate monthly working hours.

- Mrs Edith TURPIL works at ARKEMA from Monday to Friday, from 7.30am to 9.45am.

She also works at Sanofi Pasteur from Monday to Friday, except Wednesdays, from 3.15pm to 5.00pm and on Saturdays from 7.00am to 8.00am.

Calculate her weekly and monthly working hours.



This material was produced in the Erasmusplus project **Numeracy in Practice**, projectnumber 2021-1-NL01-KA220-ADU-000 026 292. In this project, 11 partners in 11 countries worked together in designing, evaluating and improving the materials. All materials can be found on the website (www.cenf.eu).



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