

CALIFORNIA JOBS CREDIT DATA SHEET

EMPLOYER: _____

2010

1	Number of full-time employees employed for the <i>entire year</i> .	
---	---	--

2	Number of full-time <i>hourly employees employed < 52 weeks</i> during 2010.	
---	---	--

3	Total number of hours worked by employees on line 2.	
---	--	--

4	Number of full-time <i>salaried employees employed < 52 weeks</i> during 2010.	
---	---	--

5	Total number of weeks worked by employees in line 4.	
---	--	--

2011

6	Number of full-time employees employed for the <i>entire year</i> .	
---	---	--

7	Number of full-time <i>hourly employees employed < 52 weeks</i> during 2011.	
---	---	--

8	Total number of hours worked by employees on line 7.	
---	--	--

9	Number of full-time <i>salaried employees employed < 52 weeks</i> during 2011.	
---	---	--

10	Total number of weeks worked by employees in line 9.	
----	--	--

NEW JOBS CREDIT DATA SHEET: INSTRUCTIONS

PRELIMINARY STEP: IDENTIFY AND EXCLUDE "NONQUALIFIED" EMPLOYEES

The following employees are excluded from the employee count:

- Employees who are certified as eligible for any other hiring credit (EZ, Targeted Manufacturing Area, LAMBRA) or whose wages are used to calculate any other California tax credit.
- A non-California resident employee earning wages outside the state, not subject to California unemployment insurance tax (SUTA).

LINE 1: NUMBER OF FULL-TIME EMPLOYEES WHO WORKED ALL OF 2010

Only "full-time" employees are included in the count.

- Any salaried employee who is paid on a fixed salary basis is considered "full-time" if his/her salary is based upon a 40-hour work week.
- Any employee who is paid on an hourly basis is considered "full-time" if the employee averages at least 35 hours per week.

LINE 2: NUMBER OF FULL-TIME HOURLY EMPLOYEES WHO WORKED PART OF 2010

- Identify full-time hourly employees who worked for only part of 2010: i.e., seasonal workers and those hired or terminated during the year.
- Any employee who is paid on an hourly basis is considered "full-time" if the employee averages at least 35 hours per week for the weeks during the year that he/she works for the company. I.e., divide the total hours the employee worked during the year by the number of weeks during the year that the employee worked for the employer. If the result is less than 35, exclude this employee from the count for the year.

LINE 3: NUMBER OF HOURS WORKED BY EMPLOYEES ON LINE 2

- Add up the total number of hours worked by the employees counted on line 2.

LINE 4: NUMBER OF FULL-TIME SALARIED EMPLOYEES WHO WORKED PART OF 2010

- Identify full-time hourly employees who worked for only part of 2010: i.e., seasonal workers and those hired or terminated during the year.

LINE 5: NUMBER OF WEEKS WORKED BY EMPLOYEES ON LINE 4

- Add up the total number of weeks worked by the employees counted on line 4.

LINES 6-10: REPEAT LINE 1-5 INSTRUCTIONS FOR 2011