

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210

Supplemental Instructions for Completing Application for a Messenger/
Learner Certificate, Form WH-209

Page 4 of the application form is for use in supplying additional answers to any item of the form or for submitting additional or supplemental information.

The instructions below refer to item 8 in Part II of the application form. Other items are either self-explanatory or are explained on the application form.

**Item 8. EMPLOYMENT OF ALL PRODUCTION AND RELATED WORKERS EXCEPT LEARNERS
PAID SUBMINIMUM WAGES**

Column A. List the same occupations as you listed in item 6. Include data for other production and related occupations on line (6).

Column B. Report the number of experienced workers during the most recent payroll period reported in item 7. (If none, enter "None.") **Do not include** office and sales employees nor those whose duties are primarily supervisory. Enter the total of lines (1)-(6) on the last line.

Columns C and D. Average straight-time hourly earnings must be reported for experienced workers in each of the occupations listed on lines 1-5 and on the last line for **ALL PRODUCTION & RELATED WORKERS**. This information must be reported for a payroll period of one year ago and for the most recent payroll period reported in item 7. Do not include data for learners paid subminimum wages, office and sales employees, and those whose duties are primarily supervisory.

Where the payroll system does not include totals for straight-time earnings (including make-up, but excluding **EXTRA** pay for overtime), the following instructions should help you in computing average straight-time hourly earnings.

1. Determine the gross amount of wages (**including any make-up pay**) during the payroll period.
2. Subtract from gross wages any **EXTRA** amount paid as premium for overtime. For overtime paid at 1 1/2 times the regular rate, subtract the extra half-time paid for overtime hours. For other premium overtime rates, similar subtractions are necessary. The amount remaining after subtraction of the overtime premium from gross wages is the amount of gross straight-time wages paid.

3. Divide the gross straight-time wages paid by the total hours worked. Enter the result in the appropriate spaces in columns C and D.

Column E. Enter the number of workers paid make-up to the statutory minimum wage during the most recent payroll period shown in item 7. This number includes workers paid on a piece-rate basis, whose actual earnings were less than the required minimum wage, and to whom you paid additional amounts in order to comply with the law. If no such workers were paid make-up, enter "None."