



Worksheet for calculating and allocating common earnings

		Column 1	Column 2	Column 3	Column 4
Classification		Direct Earnings	% of Total Direct Earnings	Prorated Common Earnings	Insurable Earnings
CU Code	CU Description		Column 1 ÷ Box 1 x 100	Box 2 x Column 2 ÷ 100	Column 1 + Column 3
Total		BOX 1 <input type="text"/>	100	BOX 3 <input type="text"/>	BOX 4 <input type="text"/>
Total Common Earnings		BOX 2 <input type="text"/>			

 Records of deductions and exemptions from the gross earnings must be kept for audit purposes.

 Make copies of this worksheet for future use.

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*Note: If you are in the construction industry use the Worksheet for calculating and allocating common earnings in construction (PDF)