

Compensation time/Overtime Reporting Form Instructions

An employee must complete the information on the form and submit to supervisor for approval.

Step 1:

Click on the radio button which identifies if you are requesting comp time or overtime.

Step 2:

Enter the number of hours worked on the "No. of Hours" field. Enter the Date of Overtime on the "Date of Overtime" field.

Step 3:

If you are requesting compensation time the form will calculate the amount of Comp Time to be reported to payroll.

If you are electing overtime, the hours will be submitted to payroll and paid and the overtime rate.

Step 4:

Submit form to supervisor for approval.