

COMPENSATION TIME/OVERTIME

Dept Use

Pay period to
be reported

COMP TIME

OVERTIME

OVERTIME

No. of Hours _____

Date of Overtime _____

Total Hours _____

Submit Total Hours to Payroll for Overtime

COMP TIME

No. of Hours _____

Date of Overtime _____

Total Hours _____

**Total Comp Hours will
include multiplying by 1.5 if
submitting Comp Time**

*Total Comp Hours _____
(Use Payroll code: LCE)

Signature of Employee _____ Approval _____

Total Compensatory hours used _____ Pay Period _____
(Use Payroll code: LCU)
Signature of Employee _____ Approval _____

*Comp time may be accrued up to eighty (80) hours every six (6) months. Unused accumulated compensatory time will be paid to the employee at the employee's then current hourly rate each June and December or upon termination, whichever comes first. Comp time balances are maintained through the Payroll Office and employee balances are available on MyFSU.