

**FRONT:**



Compensatory Time Earned/  
Taken

Empl ID:       Name (Last, First): \_\_\_\_\_ Location No.:

Assignment Description:

Position Title:

MM / DD / YY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total:
OT Worked	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equivalent CT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CT Taken	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EMPLOYEE SIGNATURE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ I CERTIFY THIS TO BE AN ACCURATE STATEMENT OF SERVICES RENDERED BY THIS EMPLOYEE.

**BACK:**

Compensatory Time Earned is time worked in excess of 8 hours/day that will be accrued to be taken at a later date as paid time off (Compensatory Time Taken) in lieu of being paid overtime.

Comp Time Earned: Fill in OT Worked for overtime hours actually worked. Fill out Equivalent CT with the equivalent number of compensatory time hours earned. Note: the overtime equivalency calculation depends on FLSA status: Nonexempt employees are eligible for overtime at time and a half; professional job classes are eligible only for straight time overtime; exempt job classes are not eligible for overtime or compensatory time.

Comp Time Taken: Fill out CT Taken the with number of hours of compensatory time used.

Return this card to the appropriate site timekeeper for time entry.

Compensatory Time Balances will be held in the Time and Labor timekeeping system.

Timekeeper: Report Compensatory Time Earned/Taken with applicable Time Reporting Code in Time and Labor:

Comp Time Earned	CPE
Comp Time Taken	CPT

All time accrued must be taken within 6 months or else it will expire. If the employee is unable to use the accrued time within 6 months, overtime must be reported into Time and Labor.