



Compensatory Time Record

An employee must receive prior supervisory approval before overtime can be worked. This report must be submitted to the supervisor for initial approval and then at the end of the work week in which overtime was incurred for final approval. Actual overtime worked should be taken to the nearest half-hour interval. See the Compensatory Time Policy (AR6.10.012) and the HR Procedures for additional information.

Employee's Name: _____

Department/Division: _____

Purpose of Overtime: _____

PROPOSED OVERTIME:

Date: _____ Day: _____ Hours Proposed: _____

Date: _____ Day: _____ Hours Proposed: _____

Date: _____ Day: _____ Hours Proposed: _____

Date: _____ Day: _____ Hours Proposed: _____

INITIAL APPROVAL:

Supervisor's Signature

Date

REQUEST FOR COMP TIME:

Total Hours worked for this report: _____

Total Hours accrued: _____

Employee Signature

Date Submitted:

FINAL SUPERVISORY ACTION (Check One):

Approved Date Taken: _____

Denied Reason: _____

Supervisor's signature

Date Signed