



# Unified Government Human Resources Guide

Effective 04-01-05

## OVERTIME WORKED AND COMP TIME USED

Employee Name \_\_\_\_\_  Exempt     Non-exempt  
 Job Title \_\_\_\_\_ Date \_\_\_\_\_  
 Department/Division \_\_\_\_\_

OVERTIME WORKED	COMP TIME USED										
<p><b>Note: Report in 1/4 (.25) hour increments.</b></p> <p>Date(s) of overtime work _____</p> <p>Estimated # hours to be worked _____</p> <p>Approval of supervisor (initials/date) _____</p> <p>Reason for overtime work _____</p>	<p><b>Note: Report in 1/4 (.25) hour increments.</b></p> <p><b>Ask your supervisor in advance for permission to use comp time.</b></p> <p>Date(s) comp time is to be used _____</p>										
<p>Clock time: (Actual hours worked)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">From</td> <td style="text-align: center;">To</td> <td style="text-align: center;">=</td> <td style="text-align: center;">Hours</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td style="text-align: center;">=</td> <td>_____</td> </tr> </table>	Date	From	To	=	Hours	_____	_____	_____	=	_____	<p>Check the day(s) on which the use will occur:</p> <p><input type="checkbox"/> Mon    <input type="checkbox"/> Tues    <input type="checkbox"/> Wed    <input type="checkbox"/> Thu    <input type="checkbox"/> Fri</p> <p>Total number of hours you plan to use _____</p> <p>Remarks: _____</p>
Date	From	To	=	Hours							
_____	_____	_____	=	_____							
<p>Calendar time: ( Check day of the week)</p> <p><input type="checkbox"/> Mon    <input type="checkbox"/> Tues    <input type="checkbox"/> Wed    <input type="checkbox"/> Thu    <input type="checkbox"/> Fri    <input type="checkbox"/> Sat    <input type="checkbox"/> Sun</p> <p>Was it a holiday?    <input type="checkbox"/> yes    <input type="checkbox"/> no</p> <p>Employee signature* _____</p> <p><small>*NOTE: By signing above, I understand that as a non-exempt employee, in lieu of overtime pay, any hours of overtime worked for this instance could be subject to the accrual of comp time at the rate of 1.5 hours for each hour of overtime I work.</small></p> <p>Approved: _____</p>	<p>Employee signature _____</p> <p>Approved: _____</p>										
<p>Supervisor signature _____ Date _____</p>	<p>Supervisor signature _____ Date _____</p>										
<p>Div./Dept. Head signature _____ Date _____</p>	<p>Div./Dept. Head signature _____ Date _____</p>										
<p>Comp time balance forwarded _____ hrs.</p> <p>Add above overtime (x 1.5 if non-exempt) _____ hrs.</p> <p>New comp time balance _____ hrs.</p>	<p>Comp time balance forwarded _____ hrs.</p> <p>Subtract comp. time used (above) _____ hrs.</p> <p>New comp time balance _____ hrs.</p>										