



**COMP TIME EARNED (Non-Exempt Employees)**

**Submit a copy of this form to the Payroll Office on or before the 10<sup>th</sup> of the month following overtime worked.**

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Month: \_\_\_\_\_

Badger ID #: \_\_\_\_\_

Year: \_\_\_\_\_

**Comp Time Accrual**

A	B	C	D	E	F	G	H
Supervisor Initials	*Week Ending Date (Friday) MM/DD/YY for Overtime Worked	Weekly TOTAL of All Hours (Hours Worked + Leave Hours)	**Weekly Leave Hours (Vacation, Sick, Holiday)	Weekly Hours Actually Worked (C - D = E) <b>40 or less → H only</b>	Weekly Overtime Above 40 Hours Actually Worked (E - 40 = F)	***Weekly Comp Hours Earned (F x 1.5 = G)	Weekly Straight Hours (C - 40 = H)
<p>*The work week begins on Saturday at 12:01 AM and ends Friday at 12:00 AM midnight and may overlap between end of one month and start of the next. Overtime occurs when more than 40 hours are actually worked for the week, not including any holiday or leave time.</p> <p>**If Column E is greater than 40 hours and leave was entered (Column D), straight time (Column H) is earned for leave hours only.</p> <p>***Employee must actually work 40 hours NOT including leave hours in order to multiply overtime hours by 1.5 (AKA "time and a half").</p> <p>****Employees who are required by their supervisor to work or for emergency purposes must work during <b>Thanksgiving or Christmas</b> holiday days as designated on the College annual calendar will be compensated at time and a half.</p>					<b>Total Overtime Hours:</b>	<b>Total Comp Hours:</b>	<b>Total Straight Hours:</b>
						<b>Grand Total Comp and Straight Hours:</b>	

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Supervisor's Name (Please Print)

\_\_\_\_\_  
Date