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