

DATE:

FROM:

SUBJ: Request for Overtime Pay or Compensatory Time for Extra Hours Worked

TO: Timekeeper (618/151)

TO BE COMPLETED AND TURNED IN TO TIMEKEEPER IN THE SAME PAY PERIOD IN WHICH EXTRA HOURS ARE WORKED.

1. We request Overtime Pay or Compensatory Time for the following extra hours worked:

<i>Date</i>	<i>Time Start</i>	<i>Time Stop</i>	<i>Reason for extra hours worked</i>
	<i>Total Number of Hours Worked</i>		

2. We agree that any compensatory time received will be taken no later than 26 pay periods following the pay period in which it was earned.
3. We also agree that if compensatory time is received, the employee will enter a leave request and choose the “comp time—CU” option to use this time.

Employee’s Signature

Supervisor’s Signature