



OVERTIME AND COMP TIME REPORT

Overtime should be documented when it is earned and when it is paid or when it is taken as compensatory time. It is the supervisor's prerogative whether to grant monetary compensation or compensated time, depending upon the business necessity.

All overtime is compensated at a rate of 1.5 times the number of overtime hours worked. The payroll office will make this calculation, if a monetary request.

Forward this form to the payroll office.

NAME _____ DEPARTMENT _____

BLINN ID NO. _____

Complete applicable sections:

A. Date Overtime Worked	Time Worked	Hours Worked
<i>Example: 01/19/02</i>	<i>5 p.m. to 7 p.m. 2.0 hrs.</i>	
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for overtime/compensatory time _____

B. Date Comp Time Taken	Time Taken	Hours Taken
<i>Example: 01/25/02</i>	<i>2 p.m. to 5 p.m. 3.0 hrs.</i>	
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. If monetary compensation is approved rather than comp time, the payroll office will calculate monetary compensation.

Monetary compensation requested for time in Section A., above: Yes _____ No _____

Employee Signature/ Date

Supervisor Signature/ Date