Clear Form

COMPENSATORY TIME RECORD

Instructions: This form is used to maintain a record of an employee's compensatory time balance. The hours accrued column should reflect overtime hours not reported on the biweekly Time Report for non-exempt employees at the rate of 1.5 for each hour actually worked over 40 per week. An employee's compensatory time balance is limited to 240 hours. Department/Unit heads are responsible for compiling and maintaining this record in the departmental files on each covered employee for a period of at least three (3) years.

Employee Name_____

Department/Unit_____ **MTU ID Number** _____

Biweekly Pay Period Number	Hours		
	Accrued	Used	Balance

Biweekly Pay Period Number	Hours		
	Accrued	Used	Balance