



PAY PERIOD #: _____

TODAY'S DATE: _____

EMPLOYEE NAME: _____

DESCRIPTION: (For CT, Please explain how CT is earned)

Request to earn Comp Time Hrs

It is recommended to get pre-approval for Comp Time hours. If not possible, supervisors/coordinators can go back 2 payperiods from current payroll schedule to claim CT.

Input Training/Travel

Fitness Break
(30 mins 2x a week)

Pre-Approved Schedule
Change

Input My Work
In & Out Time

DATE: _____

TIME: _____

EMPLOYEE SIGNATURE & DATE _____

SUPERVISOR SIGNATURE & DATE _____

Updated 3/24/25



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