NORTHWESTERN STATE UNIVERSITY
COMPENSATORY TIME/OVERTIME EARNED[1]

Non-Exempt:		Exempt:	
___ Classified (CL)	___ Unclassified Non-Exempt (UN)	___ Unclassified Exempt (UE)	___ Faculty (FN, FS, FT, NN, TM)

TIMEKEEPING ORG: _____   PAYROLL ID: _____   PAYROLL #: _____   PAY PERIOD: _____ to _____

Begin Date   End Date

TO: _____

Supervisor and/or Budget Unit Head

FROM: _____   _____

Employee Name   CWID

Week 1 – Daily Compensatory (K) Time/Overtime Earned

Date	Start Time	End Time	Comp Time Hrs	[2]Overtime Pay Hrs	Duties, projects, functions worked over regular hours	Signature Outside Timekeeping Org
[3]Total Week 1 Hrs						

Week 2 – Daily Compensatory (K) Time/Overtime Earned

Date	Start Time	End Time	Comp Time Hrs	[2]Overtime Pay Hrs	Duties, projects, functions worked over regular hours	Signature Outside Timekeeping Org
[3]Total Week 2 Hrs						

[1]Earn Code	Description	Total Hrs	Total Hrs
320	State (1.0) Ktime		
310	[4]FLSA (1.5) Ktime		
150	OT (1.0) Pay		
151	[4]OT (1.5) Pay		

[1]*Always enter the underline actual hours worked for overtime or compensatory time.*
[2]*To be paid for overtime earned the Non-Exempt (CL, UN) employee must choose Overtime Pay Hours instead of Comp Time Hours.*
[3]*Time should be entered in half hour (.50) increments.*
[4]*FSLA (1.5) Compensatory Time and Overtime Pay does not apply until the employee has actually worked in excess of 40 hours in a work week.*

SIGNATURES

Overtime/compensatory time earned was prior approved.   Employee's overtime/compensatory earned was prior approved, and duties performed could not be performed during employee's regular scheduled work schedule.

_____   _____   _____   _____

Employee's Signature   Date   Supervisor's Signature   Date