NORTHWESTERN STATE UNIVERSITY
UNIVERSITY POLICE COMPENSATORY TIME/OVERTIME EARNED[1]

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 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 86 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