

NORTHWESTERN STATE UNIVERSITY
UNIVERSITY POLICE
COMPENSATORY TIME/OVERTIME EARNED¹

TIMEKEEPING ORG: _____ PAYROLL ID: BW PAYROLL #: _____ PAY PERIOD: _____ to _____
Begin Date End Date

TO: _____
Supervisor and/or Budget Unit Head

FROM: _____
Employee Name CWID

Daily Compensatory (K) Time/Overtime Earned

Date	Comp/OT Start Time	Comp/OT End Time	Comp Hrs	² OT Pay Hrs	Duties, projects, functions worked over regular hours	Signature Outside Timekeeping Org
					³Total Pay Period Hrs	

Compensatory (K) Time/Overtime Pay Totals

¹ Earn Code	Description	Total Hrs	Total Hrs	
320	State (1.0) Ktime			¹ Always enter the <u>actual</u> hours worked for overtime or compensatory time. ² To be paid for overtime earned you choose Overtime Pay Hours. ³ Time should be entered in half an hour (.50) increments. ⁴ FSLA (1.5) Compensatory Time and Overtime Pay does not apply until the employee has <u>actually worked</u> in excess of 86 hours in a work week.
310	⁴ FSLA (1.5) Ktime			
150	OT (1.0) Pay			
151	⁴ OT (1.5) Pay			

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