

Port Angeles School District 121
216 E 4th Street
Port Angeles, WA 98362

COMPENSATORY TIME RECORD SHEET FOR CLASSIFIED EMPLOYEES

Name	Location
Position	School Year
Regular Hours per Day	Regular Hours per Week

Please use one line per entry. List comp time earned and comp time used on separate lines. Comp factors: Less than 8 hours = 1.0; Over 8 hours = 1.5 (PSE, Teamster, PAEOP); Sunday = 2.0 (PAEOP only); Holiday comp factor in addition to base pay = 1.5 (PAEOP, Teamsters); 1.0 (Para, Unrepresented); 2.0 (PSE)						
Date	Reason for Extra Hours Worked	Extra Hours Worked	Comp Factor	Comp Hours Earned Hrs x Factor	Comp Hours Used	<u>Accumulative Total</u> Previous Balance + Hrs Earned – Hrs Used
10/1/12	<i>Time needed to complete enrollment</i>	1.0	1.5	1.5		1.5
10/8/12	<i>Use comp time</i>				1.0	0.5

Sample

Supervisor Authorization	Budget Account Code
I wish to carry forward my comp time: Yes No	For Payroll Use:
I wish to cash out the balance of my comp time Yes No	
Employee Signature	Date

This form is to be submitted by the 10th of each month to your supervisor. Send a copy to the Payroll Office for each month you indicate that you wish to carry forward your time. Send the original to the Payroll Office when you wish to be cashed out.