Minot State University

Compensatory (COMP) Time Tracking Record For NonExempt Employees Only

This form is due to the Payroll Office on the 16th and 1st of each month. COMP time must be approved by the supervisor prior to being earned. Work weeks run from Sunday through Saturday.

Name:						NAID/EMPLID#:							
COMI	COMP Time Hours Worked (COMP time will be compensated at 1.5 times hours worked)							COMP Time Used					
VEEK 1	begin date	& end o	late	, 20	WE	EK 1 be	gin date _		& end date		_, 20		
From:	Hour	To: Date	Hour	Justification for Comp	From Date		Hour		To: Date	Hour			
/aic		Date			p Time Date	,	Hour	ana/mm	Date	Hour	om/mm		
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rom:	Hour	To: Date	Hour	Justification for Comp	From Prime Programmer		Hour		To: Date	Hour			
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VEEK 3 begin date		& end date		, 20		WEEK 3 begin date			& end date		_, 20		
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ate	Hour	Date	Hour	Justification for Comp			Hour		Date	Hour			
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otal CO	MP 11me Worked WEE	2K 3:	* 1.5 =	COMP hours earned	Tota	al COM	P Time U	sed WEEF	X 3:				
certif	ry the above is a tr	rue record	of COMP	time hours worked and	d earned, and a	also C	OMP ti	me hou	rs used for	the dat	es as in		
											/		
Employ	ee's Signature			Date	Sur	perviso	r's Signa	ture		Date			