

## NORTHWESTERN STATE UNIVERSITY COMPENSATORY TIME/OVERTIME EARNED<sup>1</sup>

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	<sup>2</sup> Overtime Pay Hrs	Duties, projects, functions worked over regular hours	Signature Outside Timekeeping Org
<b><sup>3</sup>Total Week 1 Hrs</b>						

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

Date	Start Time	End Time	Comp Time Hrs	<sup>2</sup> Overtime Pay Hrs	Duties, projects, functions worked over regular hours	Signature Outside Timekeeping Org
<b><sup>3</sup>Total Week 2 Hrs</b>						

<sup>1</sup> Earn Code	Description	Total Hrs	Total Hrs
320	State (1.0) Ktime		
310	<sup>4</sup> FLSA (1.5) Ktime		
150	OT (1.0) Pay		
151	<sup>4</sup> OT (1.5) Pay		

<sup>1</sup>Always enter the actual hours worked for overtime or compensatory time.  
<sup>2</sup>To be paid for overtime earned the Non-Exempt (CL, UN) employee must choose Overtime Pay Hours instead of Comp Time Hours.  
<sup>3</sup>Time should be entered in half hour (.50) increments.  
<sup>4</sup>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

\_\_\_\_\_  
Approver's Signature Date