

Port Angeles School District 121
 905 W 9th Street
 Port Angeles, WA 98363

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.						
Date	Reason for Extra Hours Worked	Extra Hours Worked	Comp Factor	Comp Hours Earned Hrs x Factor	Comp Hours Used	Accumulative Total <small>Previous Balance + Hrs Earned – Hrs Used</small>
10/1/20	<i>Time needed to complete enrollment</i>	1.0	1.5	1.5		1.5
10/8/20	<i>Use comp time</i>				1.0	0.5
	BALANCE FORWARD					

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 the original to the Payroll Office for each month you use or wish to cash out your time. If you use your time please carry forward the balance left to a new form and continue to record any time earned until used or cashed out; then repeat the process.