



# CANTON PUBLIC SCHOOL DISTRICT

## Office of Business and Finance

**Tony Foster**  
*Director*  
**Tracy Lewis**  
*Assistant, Director*

### **OVERTIME/COMPENSATION TIME RECORD**

**WEEK OF:** \_\_\_\_\_

<i>Employee Name (Print):</i>
<i>School/Department</i>
<i>Reason:</i>

*To receive compensation  
(check one below)*

<i>Signature</i>	<i>Date</i>	<i>Estimated Time</i>	<i>Actual Time</i>	<i>Pay</i>	<i>Comp. Time</i>

<i>Employee Signature:</i>	<i>Date:</i>
<i>Supervisor Signature:</i>	<i>Date:</i>
<i>Superintendent Signature:</i>	<i>Date:</i>

*Time should be taken within thirty (30 days of specified date)*

*This form must be attached to the time report indicating when compensation was earned*

**“Perseverance Conquers All”**

403 East Lincoln Street • Canton, MS 39046  
 Phone: 601-859-1152 • Fax: 601-859-4023  
[www.cantonschools.net](http://www.cantonschools.net)