

Non-Exempt Employee Accruing Compensatory Time

Note: Complete these 2 sections to accrue comp time!

MOHAVE COUNTY BI-WEEKLY EMPLOYEE TIME

EMPLOYEE Doe Jane B EMPLOYEE NUMBER 789 PERIOD ENDING 1-31-09

(LAST) (FIRST) (M.I.)

DEPARTMENT NAME	DATE	Jan							1ST WEEK TOTAL	Jan							2ND WEEK TOTAL	PAY PERIOD TOTAL								
		18	19	20	21	22	23	24		25	26	27	28	29	30	31			HOURS	SAT	SUN	MON	TUE	WED	THU	FRI
<u>100-0700</u>																										
ACTUAL HOURS WORKED					8	8	8	10	42							8	8	8	8	10	42	84				

REGULAR HRS 40 OVERTIME HRS _____ COMPENSATORY HRS WORKED 4 X 1.5 = 6 REGULAR HRS 40 OVERTIME HRS _____

HOLIDAY ADDED TO VACATION _____

HOLIDAY LEAVE																		
PAID TIME OFF																		
APPROVED EXT. ILLNESS BANK (EIB)																		
COMPENSATORY TIME USED																		
BEREAVEMENT LEAVE																		
OTHER LEAVE (SPECIFY) _____																		

1ST WEEK 42 2ND WEEK 42 84

I CERTIFY THAT THE TIME REPORTED ABOVE ACCURATELY REFLECTS ACTUAL HOURS WORKED, AND RECOGNIZE THAT FAILURE ON MY PART TO ACCURATELY REPORT ALL HOURS MAY RESULT IN DISCIPLINARY ACTION.

Jane Doe
(SIGNATURE)

PERSONAL USE OF COUNTY VEHICLES DURING THE TIME PERIOD SHOWN ABOVE WAS AS FOLLOWS (at least one must be applicable):

1. NO PERSONAL USE 2. EXEMPT VEHICLE USED ONLY

3. ONE WAY COMMUTES RATE @ \$31.50 _____

4. COMMUTING MILES @ 0.585 CENTS/MILE = _____

I CERTIFY THAT THE HOURS WORKED REFLECTED HEREON REPRESENT, TO THE BEST OF MY KNOWLEDGE, THE ACTUAL NECESSARY SERVICES PERFORMED BY THE EMPLOYEE.

MARK BOSS
(SIGNATURE)

I REQUEST THAT THE EXCESS HOURS ON THIS TIME SHEET BE ACCRUED AS COMPENSATORY LEAVE TIME.

Excess Hours 4 Comp. Hours Accrued: 6 (excess hours x1.5)

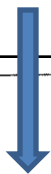
I understand that I cannot accrue more than a total of 60 hours of Compensatory Leave and that I must use Compensatory Leave time before taking PTO leave.

Jane Doe Date 1/31/09
Employee Signature
MARK BOSS Date
Supervisor's Approval

Remember!

The 6 hours of compensatory time must be used/taken within the following two payperiods in which the overtime was worked. If the compensatory time is not used, then it must be paid as overtime.

To pay the compensatory time as overtime, complete and attach the following form to the timesheet for the payperiod in which the comp time is to be paid.



ATTACH TO FRONT OF TIME SHEET – Comp Leave
Please pay out as overtime, 4 hours that resulted in 6 hours of Comp Leave that have not been used within the two pay period requirement.

Jane Doe Employee Signature
MARK BOSS Supervisor Signature