

MONTHLY COMP TIME LOG

Use this form for **COMP TIME ONLY**. For pay, record your time on a green Authorization Time Sheet

NAME _____
 SS# XXX - XX - _____
 SITE _____

Please Record Comp Time Earned for the month below. Carry over the balance to a new form for the following month.

COMP TIME EARNED AND/OR COMP TIME USED FOR THE MONTH OF: _____ 20__

Date	Reason	Subfinder #	Actual Hours Worked/Used From - To	*** Lunch Break	Comp Time Earned (hours x 1.5)	Comp Time Used	Running Balance
Example: 03/17/12	Mock Trial		8am-5pm = 9 Hrs	1.00	8 Hrs x 1.50 = 12 Hrs		
Total: Hours Worked/Comp Time Earned/Comp Time Used							

*** An employee working six (6) or more hours in a day is required to take a minimum of thirty (30) minutes for a lunch break.

Employee's Signature Date

Supervisor's Signature Date