COMPENSATORY TIME OFF TRACKING RECORD

Employee Name: _____   Employee ID: _____   Regular Schedule (Hrs/ Week): _____

Dept. Name: _____   Dept. Number: _____

Date(s) Overtime Was Worked	Total Overtime Worked	Compensation Owed* (hours x 1.5)	Expiration of 6-month Limit	Date(s) Overtime Was Compensated ** (OT or CTO)	Notes; Balance Due to Employee

* Calculate Compensation Owed by multiplying the amount of overtime by 1.5.
** Use this column to show dates compensatory time off was taken or payment made.

It is the responsibility of each Department to monitor the 6-month time limit.