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| --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Name:  |       |  | Employee ID:  |       |  | Dept. Name:  |       |

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| --- | --- | --- | --- | --- | --- |
| **Date(s) Overtime****Was Worked** | **Total Overtime****Worked** | **Compensation****Owed** **\***(hours x 1.5) | **Expiration of****52-Week Limit** | **Date(s) Overtime****Was Compensated \*\***(OT or CTO) | **Notes;****Balance Due****to Employee** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |

\* Calculate Compensation Owed by multiplying the amount of overtime by 1.5.

\*\* Use this column to show dates compensatory time was taken or payment made.

It is the responsibility of each Department to monitor the 52-week time limit. "Day 1" is the Monday following the week in which overtime was worked.

Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_