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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_