Compensatory Time Record

Instructions: This form is used to maintain a record of an employee's compensatory time balance. The hours accrued column should reflect overtime hours transferred from the Non-Exempt Employee Semi-Monthly Time Report at the rate of 1.5 for each hour actually worked over 40 per week. An employee's compensatory time balance is limited to 240 hours. Department/Unit heads are responsible for compiling and maintaining this record in departmental files on each covered employee for a period of at least three (3) years. (*See HRM Policy #60-311, Overtime/Compensatory Time*)

Employee Name_____

Department/Unit_____ MSU ID Number_____

Payroll Period Accrued/Used	Hours		
	Accrued	Used	Balance

Payroll Period Accrued/Used	Hours		
	Accrued	Used	Balance