

Name of employee (last, first, middle)	
Agency	
Division / Unit	Account

INSTRUCTIONS:

- (1) This form should be used by state employees not eligible for premium overtime compensation.
- (2) This form should be maintained by and is the responsibility of the employee.
- (3) When compensatory time is earned or used, it should be indicated on the employee's attendance report. Submit a copy of this form to your payroll clerk with the attendance report.
- (4) A maximum of three weeks of compensatory time may be used in a calendar year.
- (5) Compensatory time unused upon termination or transfer is forfeited.
- (6) Generally, only overtime work segments of four hours or more may be earned.
- (7) Compensatory time off may be used in quarter hour increments.
- (8) A computer spreadsheet which mirrors this format may be used in lieu of this form.

For detailed instructions, consult Budget Agency Financial Management Circular #2004-02 (replaces #87-2.1).

Balance forwarded from prior worksheet:	