Compensatory Time Earned Payout Request

Compensatory Leave Time is granted in lieu of Overtime pay with the intent that it be used as paid leave. Nonexempt biweekly employees may request a payout of accrued comp time; however, comp time should not be used as a savings account. Comp time payouts are disbursed as additional gross wages for the pay period, which may affect your federal and state income tax withholding for the pay period. Consider consulting a tax professional if requesting a large payout.

Fill out the request form in its entirety. Forms received by supervisors after the approval deadline cannot be honored.

Employee Information:

Employee Name: _____________________________
Employee Number: ___________________________
Pay Period End Date: __________________________

Request information:

I wish to request a payout of Comp Time Earned:

a. Comp time balance: _____________________________
b. Total hours to be paid out: _______________________
c. Remaining Comp Time Balance: _______________________
   (subtract b. from a. above)

Acknowledgement:

By signing this request, I acknowledge that the hours indicated on line b. will be subtracted from my compensatory leave balance and added to my gross pay for the current period. The hours on line c. will remain in my Comp Time Earned balance. This is a one-time request. A new request form must be submitted for subsequent requests.

I understand that the approval deadline for this request is noon on the first Monday after the pay period end. Please note that holidays may affect the approval deadline. Please consult with your supervisor if turning in this request on or near a university holiday.

Employee signature: _____________________________ Date: __________________

Supervisors: Please review and sign this request by the approval deadline. Fax, email, or bring the completed request to Student Life Payroll no later than the Tuesday after the approval deadline.

Supervisor signature: _____________________________ Date: __________________