Department of Human Resources
Box T-0510 Stephenville, TX 76402
(254)968/9128 FAX (254) 968/9590

Weekly Report for Compensatory Time Earned

Employee Name _____ UIN Number _____ Department Name _____

Week Beginning Date: _____
mm/dd/yy

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Hours Worked								
Holiday Hours								
Leave Hours to be listed on LeaveTraq								
Vacation Hours Taken								
Sick Leave Hours taken								
FLSA Comp Time Taken								
State Comp Time Taken								
Other (Jury, FMLA, Emergency, LWOP)								

Total Hours Worked: _____ Compensatory Time Earned:

Total Hours Taken: _____ FLSA Time: _____ * 1.5 = _____

For HR Use Only State Time: _____

FLSA OVERTIME FOR NONEXEMPT EMPLOYEES

Federal law requires nonexempt employees to be compensated at a rate not less than one and a half times the regular rate of pay or be granted one and a half hours of compensatory time for hours worked in excess of 40 hours within a workweek.

STATE OVERTIME FOR NONEXEMPT EMPLOYEES

When an employee has not worked more than 40 hours in a workweek but the total hours worked and hours of paid leave or paid holidays exceed 40 hours, the employee will be allowed one hour of compensatory time off for every hour in excess of 40 in a workweek. Likewise, when the employee has worked more than 40 hours in a workweek and the total of hours worked and hours of paid leave or paid holiday exceeds 40 hours after subtracting FLSA overtime hours worked (which must be compensated as described above), the employee will be allowed equivalent compensatory time off for the excess hours.

_____ Employee Signature

_____ Approval Manager Signature

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