**DIVISION OF ADMINISTRATION** Revised 12/17/19

 **OVERTIME & COMPENSATORY EARNING RECORD**

ONLY use this form when Overtime and/or Compensatory time is not entered in CATS timely or incorrectly. Please complete this form as documentation when entries have to be made by the Time Administrator (TA) or by Prior Period Adjustment (PPA). If a PPA is needed, submit a copy of this form to Human Resources along with the PPA form. Please keep a copy of this form with your payroll file.

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Per #**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TA**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TA#**\_\_\_\_\_\_

 Pay Period: Date Range From: To:

|  |  |  |  |
| --- | --- | --- | --- |
|  **DATE** |  **PROJECT/TASK DESCRIPTION** | **EE’s INITIALS** |  **NO. HOURS** |
|  |  |  |  |
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|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **TOTAL HOURS**  |  |

**Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dept. Head Signature (or designee) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HR USE ONLY: ENTERED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**