KEAN UNIVERSITY BI-WEEKLY COMPENSATORY TIME RECORD
NL-EMPLOYEES

- Overtime assignments must be pre-approved by the supervising manager. When making overtime assignments on days when employees are normally off, managers should plan for a minimum of 3 _ hours of work. Compensatory time is recorded in straight time on an hour per hour basis.

Name: _____
SS # _____
Dept. _____
Account # _____
Cost Center # _____

DATE WORKED	TIME STARTED	LUNCH BREAK		TIME ENDED	DAILY HOURS
		Out	In		
		Out	In		
		Out	In		
		Out	In		
		Out	In		
		Out	In		
		Out	In		
		Out	In		
		Out	In		
		Out	In		
					TOTAL HOURS

SUPERVISOR'S STATEMENT ON PURPOSE OF REPORTED OVERTIME
(BE SPECIFIC AND USE A SEPARATE FORM FOR DIFFERENT OVERTIME PURPOSES).

_____

_____

_____

VERIFICATION

I CERTIFY THAT THE ABOVE EMPLOYEE HAS WORKED THE HOURS INDICATED.

_____ _____
Manager's Signature Date

_____ _____
Employee's Signature Date