



**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.

<b>Name:</b> _____ <b>SS #</b> _____ <b>Dept.</b> _____ <b>Account #</b> _____ <b>Cost Center #</b> _____					
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		
		Out	In		
					<b>TOTAL HOURS</b>

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

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VERIFICATION

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

\_\_\_\_\_  
 Manager’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Employee’s Signature

\_\_\_\_\_  
 Date