

Canton City Public Health

Request for Overtime Compensation and Compensatory Time Earned

***Complete all sections in green. Print portrait and in black and white.**

Department Health
 Employee Smith, Jane
 Pay Period Start 1/1/2019

Division Vital Statistics
 Pay Period End 1/14/2019

Report Due 1/17/2019 9:30 AM

| Day | Date | Holiday | ¹ REGULAR HOURS | | Hours Worked | ² Comp Hours Earned | ³ Overtime Hours Earned | ⁴ Total Hours |
|-------------------------|-----------|-------------|-------------------------------------|------|--------------|--------------------------------|------------------------------------|--------------------------|
| | | | Sick, Comp, Vacation or Other Leave | | | | | |
| Saturday | 1/1/2019 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sunday | 1/2/2019 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Monday | 1/3/2019 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 | 8.00 |
| Tuesday | 1/4/2019 | 0.00 | 0.00 | 0.00 | 8.00 | 0.75 | 0.00 | 8.75 |
| Wednesday | 1/5/2019 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 8.00 |
| Thursday | 1/6/2019 | 0.00 | 4.00 | 0.00 | 4.00 | 0.00 | 0.00 | 8.00 |
| Friday | 1/7/2019 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 8.00 |
| Total Week One | | 8.00 | 4.00 | | 28.00 | 0.75 | 0.00 | 40.75 |
| Saturday | 1/8/2019 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sunday | 1/9/2019 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Monday | 1/10/2019 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| Tuesday | 1/11/2019 | 0.00 | 0.00 | 0.00 | 8.00 | 2.00 | 0.00 | 10.00 |
| Wednesday | 1/12/2019 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 8.00 |
| Thursday | 1/13/2019 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 8.00 |
| Friday | 1/14/2019 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 8.00 |
| Total Week Two | | 0.00 | 8.00 | | 32.00 | 2.00 | 0.00 | 42.00 |
| Total Pay Period | | 8.00 | 12.00 | | 60.00 | 2.75 | 0.00 | 82.75 |

Approvals:

Employee Date

Supervisor Date

Health Commissioner Date

| Reason for Compensatory Time or Overtime Earned |
|---|
| 1/4/19 - Stayed over to ring up mail and close |
| 1/11/19 - Travel to and from Columbus |

| Office Use Only | |
|---------------------------------|-------|
| Regular Hours Earned: | 80.00 |
| Total Straight Comp Earned: | 2.75 |
| Total Straight Overtime Earned: | 0.00 |

¹FOR REGULAR HOURS WORKED

- Enter in the number of hours taken for any day that **leave time was taken** (holiday, sick, vacation, comp time used and other leave).
- **Other leave includes:** personal holiday, jury duty, bereavement, military leave, etc.
- **HOURS WORKED** is hours worked that **do not include time earned or leave taken** (holiday, sick, vacation, comp time used and other leave).

²COMPENSATORY TIME EARNED

- Enter in the total of compensatory time earned for each day time was earned.
- Compensatory time is earned in fifteen minute (0.25 hour) increments.. At least 15 minutes must be worked for each 15 minutes of compensatory time ea
- **CANNOT** earn compensatory time on any day that leave is taken (excluding holidays)

³OVERTIME HOURS EARNED

- Enter in the total of overtime hours earned for each day time was earned.
- Overtime is earned in fifteen minute (0.25 hour) increments.. At least 15 minutes must be worked for each 15 minutes of overtime earned.
- **CANNOT** earn over time on any day that leave is taken (excluding holidays)

⁴TOTAL HOURS (Column L)

- **EQUALS** all leave taken, hours worked and any compensatory time or overtime earned. **All employees, especially Part-Time, must verify the hours in this column to ensure accuracy with their schedule.**

Total Straight Comp/OT Hours earned.

The hours in these two columns represent the total amount of STRAIGHT time earned for calculation of Comp/OT time. When entering these times earned into KRONOS the supervisor must be mindful of any overtime rules when entering into KRONOS.