



Granite Falls School District #332

COMPENSATION TIME WORKSHEET

**** PRE-APPROVAL BY YOUR BUILDING PRINCIPAL IS REQUIRED TO ACCRUE COMP TIME**

Employee Name: _____

Supervisor: _____

*** FORM MUST ACCOMPANY YOUR MONTHLY TIMESHEET, TURNED IN TO PAYROLL .

| DATE | Description | Start Time | Stop Time | Accrued | Used | Balance | Approval |
|-----------------|-------------|------------|-----------|---------|------|---------|----------|
| carried forward | | | | | | | |
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*WHEN THIS WORKSHEET HAS BEEN COMPLETELY FILLED, PLEASE BE SURE TO CARRY BALANCE FORWARD TO NEW COMP TIME WORKSHEET.

Comp time should be accrued and used within the same pay period. If this does not occur then the hours accrued must be reported to payroll. This is a requirement of the Department of Labor & Industries. Comp time must be recorded on this district comp timesheet. These sheets need to be filled out by the employee and signed by their supervisor each month. They are turned in with your timesheet each month. These sheets are audited and verified by the payroll office. They are retained for a period of three (3) years.