

## **\*PRIOR APPROVAL REQUIRED**

\*Submit for payment - Must attach this form with a signed timeslip

Pay Period: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Location/Worksite: \_\_\_\_\_

Date:	Time:	# of Hours	Type of Request	Reason-Duties	Account Code
			Comp Time Over Time Straight Time		
			Comp Time Over Time Straight Time		
			Comp Time Over Time Straight Time		
			Comp Time Over Time Straight Time		
			Comp Time Over Time Straight Time		
			Comp Time Over Time Straight Time		