

# The Juilliard School

## Overtime/Comp Time Record Report

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

Week Beginning: \_\_\_\_\_

Department: \_\_\_\_\_

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
TIME IN							
TIME OUT							
Less Lunch							
Less Other Time not Worked							
Total Hours Worked							

Regular Hours Worked: \_\_\_\_\_

Total Comp Time Hours\*: \_\_\_\_\_

Total Paid Overtime Hours: \_\_\_\_\_

Total Hours Worked for the Week: \_\_\_\_\_

\*Comp time is accrued for hours worked above the employee's regular work week, but fewer than 40. Employees who regularly work fewer than 35 hours per week should speak to their department head before completing this form.

**Comp time hours taken should be reported on the monthly leave calendar with the appropriate code.**

Please summarize below the reason for the overtime and the work performed:

Department Head Name: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_