

## Comp Time payout/cash in

Date \_\_\_\_\_

Name \_\_\_\_\_ ID# \_\_\_\_\_

I would like to cash in \_\_\_\_\_ hours of comp time for the pay date of \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature

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*Payroll Office Use Only*

\_\_\_\_\_ Hours x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Pay Date \_\_\_\_\_