## **FRESNO CITY COLLEGE**

•	Last		First Employee ID#	<del>_</del>	Month/Year
	REPORT HOURS TO BE TAKEN AS COMP TIME ONLY - NOT FOR PAY				
DATE	IN	OUT	EXPLANATION	HOURS	CT EARNED
kample	9:00 AM	4:00 PM	Extreme Registration (30-minute lunch)	6.5	9.75
kample	5:00 PM	7:30 PM	Process student aide requisitions	2.5	3.75
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EMINDI	ERS:		TOTAL HOURS WORKE	o	
		strative Ser	vices TOTAL COMP TIME EAR	RNED THIS MONTH	l
	5th of each		nths on one sheet		

in the explanation column
4) Do not send in multiple sheets for the same month

**Administrator Signature**