

FRESNO CITY COLLEGE
CLASSIFIED MONTHLY COMP TIME REPORT

NAME _____
 Last First Employee ID# Month/Year

REPORT HOURS TO BE TAKEN AS COMP TIME ONLY - NOT FOR PAY

DATE	IN	OUT	EXPLANATION	HOURS	CT EARNED
<i>Example</i>	<i>9:00 AM</i>	<i>4:00 PM</i>	<i>Extreme Registration (30-minute lunch)</i>	<i>6.5</i>	<i>9.75</i>
<i>Example</i>	<i>5:00 PM</i>	<i>7:30 PM</i>	<i>Process student aide requisitions</i>	<i>2.5</i>	<i>3.75</i>
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REMINDERS:

- 1) Submit to Administrative Services by the 5th of each month
- 2) Do not put two different months on one sheet
- 3) If you work over six hours, you *must* take at least a 30 minute lunch and indicate so in the explanation column
- 4) Do not send in multiple sheets for the same month

TOTAL HOURS WORKED _____

TOTAL COMP TIME EARNED THIS MONTH _____

Employee Signature

Administrator Signature