

**GRAND RAPIDS COMMUNITY COLLEGE  
COMP TIME LOG SHEET**

NAME \_\_\_\_\_

EMPLOYEE ID# \_\_\_\_\_

DATE APPROVED	DATE ACCRUED	ADDITIONAL HOURS WORKED (no less than ¼ hr increments)		Check if Emergency Duty Pay (CEBA only)	REASON	TOTAL ADDL HOURS WORKED		COMP HOURS EARNED
		Start Time	End Time					
							X 1.5	
							X 1.5	
							X 1.5	
							X 1.5	
							X 1.5	
							X 1.5	

TOTAL HOURS TO BE ADDED TO COMP TIME BANK \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
BCO SIGNATURE

\_\_\_\_\_  
PRINT NAME (EMPLOYEE)

\_\_\_\_\_  
PRINT NAME (BCO)

**Original Comp Time Log Sheets should be turned in with your bi-weekly timesheet. Please be aware that hours turned in on the Monday of a pay week will not be available until the following week.**

**\* Please make a copy for your own records**