



**Request for Compensatory Leave Payout**  
 Human Resources, Payroll Services

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

Department Name \_\_\_\_\_ Account # 02500313

LEAVE TYPE	OVERTIME COMP	REGULAR COMP	SPECIAL COMP
# HRS REQUESTED TO BE PAID			

Approved by Department Head (Chair / Director)

Date

Approved by VP / Assoc VP / Dean

Date

**HUMAN RESOURCES USE ONLY**

Old position info for conversion payouts / Current position info for payout requests

LEAVE TYPE	CURRENT BALANCE	HRS. TO BE PAID	GROSS AMOUNT
OVERTIME COMP (121)			\$
REGULAR COMP (161)			\$
SPECIAL COMP (111)			\$

BI-WEEKLY RATE	\$
HOURLY RATE	\$
GRAND TOTAL	\$

Class Code	Pay Plan	Account	Old Dept. Name	Old Home Dept.

Prepared by \_\_\_\_\_ Date Prepared \_\_\_\_\_ PPE Processed \_\_\_\_\_

COMMENTS \_\_\_\_\_

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