



Request to Cash Out Comp Time

Employee

Employee Requesting Cash Out: _____

Department: _____

Employee's Comp Time Balance Prior to Cash Out as Confirmed by Finance: _____

Comp time to Be Cashed Out: _____

Opt out of contributing to your 401K for this cash out

Employee Signature

Date

Employees can cash out their comp time at any point in the year. Comp time cash outs will be available via direct deposit on Friday. Comp time cash out forms must be delivered to the Cashier's window by noon on Wednesday of the week the employee is cashing out.

Administration

Manager or Supervisor of Employee Requesting Cash Out

Date

Finance

The hours requested will be paid at one and one-half times the employee's hourly rate of pay (net of all applicable payroll taxes).

Warrant Number: _____

Check Date: _____

Payroll Coordinator Signature

Process Date: _____