Authorization for Extra Hours Worked-Control Log
For C.T.O. (Compensary Time Off) Credits (Non-Cash Payments)

This form is intended to summarize the C.T.O. credits for employee(s) of your department. It must reflect and be submitted with the "Authorization for Extra Hours Worked" (C-60-4) form(s) from your department.

INSTRUCTIONS FOR THE USE OF THIS FORM:

- Type the department name, month and year of the pay period.

- Type the Employee ID, First Name, Middle Initial, and Last Name of each employee in alphabetical order.

- Indicate the total number of actual excess hours earned by the employee, and whether or not this time should be credited as "Overtime" or "Straight Time".

- Please do not fill in the shaded areas or write in "For Payroll Use Only" areas.

- Print this form, indicating "pages 1 through 1" in the Excel print instruction box.

- Type or print the name and telephone extension of the individual completing the form. Obtain an authorized signature.

- Send the original, signed copy of this form, along with the "Authorization for Extra Hours Worked" (C-60-4) form(s) to Payroll Services, Mail Drop 8228. The "Authorization for Extra Hours Worked Control Log / C.T.O. Credits" must be accompanied by the "Authorization for Extra Hours Worked" (C-60-4) form(s) which represent the entries on this form.

- Retain a copy of this packet for your records.

- A printed version of this form is available through Campus Stores.

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