



The School Board of Miami-Dade County, Florida  
**Confidential Exempt Personnel (CEP) and  
 UTD Paraprofessional/School Support and Office Personnel  
 COMPENSATORY TIME REPORT**

Payroll Department

(This form is **NOT** to be used for UTD Security Monitors)

Employee Name: \_\_\_\_\_ PERS ID #: \_\_\_\_\_ PERS ASSN #: \_\_\_\_\_

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
DATE	Total Hours Worked	Compensatory Time At Straight Time* <b>*(Always the first 2.5 hours beyond the normal work week, which is Friday - Thurs.)</b>	Hours Worked Beyond the First 2.5 Hours of the Normal Work Week	Compensatory Time At Time and One-Half**	Total Compensatory Time (add (3)+(5))	Compensatory Time Used	Balance	Approval	Remarks

**IMPORTANT NOTE: Please be reminded that the normal work week is Friday through Thursday!**

\* The first 2.5 hours worked beyond the normal work week will be granted at the ratio of 1:1 (straight time).  
 \*\* Hours worked beyond first 2.5 hours of the normal work week will granted at the ratio of 1:1.5 (time and one-half).  
 \*\*\* The Payroll Conversion Schedule must be used to convert minutes to tenths of an hour **on a daily basis.**