

# Winthrop University

## Compensatory Time and Holiday Compensatory Time Payout Request Form

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Accrued compensatory time may not exceed 240 hours. Accrued holiday compensatory time must be used or paid out within one year from the date of accrual. To request a pay out of the balance or to pay down a portion of the accrued hours, please complete this form and submit it to the Payroll Office no later than the close of business on the lock date of the payroll in which the employee is to receive the payment.

For additional questions regarding the Payout Request Form, please call the Payroll Department at (803) 323-2271.

**I request payment for \_\_\_\_\_ hours of my comp time balance.**

Employee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Campus ID: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form must arrive in the Payroll Department by the lock date for time sheet approval. See the Hourly Staff Payroll Calendar located on the Payroll website for lock dates.

<b>For Payroll Department Use Only:</b>		Earn Code Used:				
Comp Time Hours Available:	<table border="1" style="margin: auto;"> <tr> <th style="padding: 2px 10px;">Before</th> <th style="padding: 2px 10px;">After</th> </tr> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table>	Before	After			____ 610: Comp Time Payout
Before	After					
Holiday Comp Time Hours Available: <small>(Campus Police: Maximum 40 hours per pay period)</small>	<table border="1" style="margin: auto;"> <tr> <th style="padding: 2px 10px;">Before</th> <th style="padding: 2px 10px;">After</th> </tr> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table>	Before	After			____ 545: CPOL Comp Time Payout
Before	After					
Payout made in Payroll # _____		____ 620: Holiday Comp Time Payout				
Signed: _____		Date: ____/____/____				

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