

**Time Entry and Labor (TEL) Documentation**  
**Reporting Compensatory Time: Payroll Explanation/Description**

**Scenario:**

Linda works overtime during the first week of a pay period on a special project. Her department allows an employee to use compensatory time. Linda decides that she would prefer to use comp time rather than be paid for overtime. She submits the following TEL document to reflect this decision. Linda has earned 3.37 hours compensatory time. She will be taking her comp time on the second Friday of the pay period.

***Explanation***

Assuming that Linda makes \$10.00/hour, her paycheck for this time period will be paid as follows:

Week 1

40.00 hours x \$10.00/hour = \$400.00

2.25 hours x \$15.00/hour = \$ 33.75

Week 2

36.63 hours x \$10.00/hour = \$366.30

**Gross Pay**

**\$800.05**