



## Extra Service Tracking Record

*Give this completed record to HR for compensation along with a copy of the prior authorized agreement. Forms submitted less than 7 business days before the current payday will be processed on the next payday.*

### **Section 1: Employee Information**

Name \_\_\_\_\_ Program/Department Served \_\_\_\_\_

Type of Compensation:       Comp Time       Payroll Item

### **Section 2: Reporting**

Date(s) of Service	Hours	Description
<b>Total hours completed for this Service</b>		

### **Section 3: Verification**

I certify that the above work was completed in accordance with the corresponding Extra Service Compensation Agreement.

\_\_\_\_\_  
*Employee Signature* *Date*

\_\_\_\_\_  
*Supervisor Signature* *Date*

\_\_\_\_\_  
*Human Resources Signature* *Date*