



# WSSU

## WSSU Comp Time Bank Form

*Please fill this form out to save your comp time from being paid out*

Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Banner Number \_\_\_\_\_

Number of Comp Time hours saved this quarter: \_\_\_\_\_

Banner Rams Balance \_\_\_\_\_

Total Amount to be Saved \_\_\_\_\_

Print Supervisor Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Received by HR Date \_\_\_\_\_

HR Signature \_\_\_\_\_

Return to Camilla Norris Human Resources