



Employee Name

GEMS ID

Emp Record Number

Department Number

Hourly/Biweekly Pay

Combo Code Override

(if different from normal distribution)

Type of leave being cashed out

Overtime

Regular

Special

(check all that apply)

Reason for cash out

(check all that apply)

Accrued Hours Cashed Out

Accrued Hours Over 120 (for Regular Comp payout)

Department Change

Position Change (employee no longer eligible for this leave type)

Overtime Cash Out

OT comp hours are entered in the ALT system at 1.5 hours per OT comp hour worked and must be converted down to a factor of 1.0 for payout.

Period Covered

To

Accrued Overtime Comp Hours

Divided by 1.5 =

Hours to be paid at overtime rate

Regular Comp Cash Out

Period Covered

To

Regular Comp Hours to be Paid:

Special Comp Cash Out

Period Covered

The oldest hours earned will be used first

Hours older than 11 months:

To

Earned within last 11 months:

To

Special Comp Hours to be Paid

Older than 11 months:

Within 11 Months:

I certify that I have examined the records for this employee for the time period indicated and that the amount of compensatory leave hours certified for payment above is accurate as reflected in the employee's official leave records. I further certify that the employee is eligible for this payment in accordance with the applicable rules and policies.

Prepared By

Date

Email/Phone

Certified By

Date

Email/Phone