



Request to Cash Out Comp Time

Employee

Employee Requesting Cash Out: _____

Department: _____

Employee's Comp Time Balance Prior to Cash Out as Confirmed by Finance: _____

Comp time to Be Cashed Out: _____

Opt out of contributing to your 401K for this cash out

Employee Signature

Date

Employees can cash out their comp time at any point in the year. Comp time cash outs will be available via direct deposit on Friday. Comp time cash out forms must be delivered to the Cashier's window by noon on Wednesday of the week the employee is cashing out.

Payroll

Warrant Number: _____

Check Date: _____

Payroll Coordinator Signature

Process Date: _____