

**PTAA/NEA – PART TIME PERSONNEL  
COMPENSATORY TIME/ADDITIONAL PAY ELECTION FORM**

Supervisors of part-time PTAA members (work week less than 35 hours) may elect to have hours worked in excess of their scheduled work week either paid or credited toward compensatory time.

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE SSN \_\_\_\_\_

EMPLOYEE PAYROLL ACCT. # \_\_\_\_\_

I elect to receive hours worked in excess of my normal weekly schedule as:

\_\_\_\_\_ COMPENSATORY TIME

\_\_\_\_\_ STRAIGHT TIME PAY

\_\_\_\_\_  
Supervisor's signature and date

This form must be in the Payroll Office on or before the date attendance reports are due. Forms received after that date will result in a pay period delay in activating the requested change.