



# GLENVILLE STATE

THRU: Personnel

To: Payroll

From: \_\_\_\_\_

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

Subject: Request for Cash Reimbursement for Additional Hours Worked

As indicated on the attached time sheet for the period ending \_\_\_\_\_, I have, with the prior approval of my supervisor, accrued a total of \_\_\_\_\_ hours of comp time.

I request that I receive cash payment, to be included in my next paycheck, for \_\_\_\_\_ of these hours.

\_\_\_\_\_

Employee's Signature

\_\_\_\_\_

Supervisor's Signature