

Intern Worksheet for Compensatory Hours Accumulated  
(Only for hours over 40 in a workweek)

Week	Hours over 40 Accumulated	# Hours Worked <b>Over</b> 40	Comp Hours Earned	Comp Hours Used*		Intern Initial	Initial of Local Director
<b>SAMPLE</b>							
Week 1	0	4 hours X 1.5 = 6 hours	6	0			
Week 2	6	0	0	0			
Week 3	6	10 hours X 1.5 = 15 hours	15	0			
Week 4	21	0	0	21			
Week 5	0	0	0	0			
May 21 – 27							
May 28 – June 3							
June 4 – 10							
June 11 – 17							
June 18 – 24							
June 25 – July 1							
July 2 – 8							
July 9 – 15							
July 16 - 22							
July 23 - 29							
July 30 - Aug. 5							
Aug 6 - 12							
Aug. 13 - 19							
Aug. 20 - 26							

\*Hours reported as work but not worked because taken as comp time.

This form to be maintained in the local office and returned to Melissa Weber in the Extension Operations Office, 121 Umberger Hall, Manhattan, KS 66506, at the end of the internship.