



Weekly GAP Compensatory Time Report
UUP FLSA NON-EXEMPT Employees¹

WEEK OF: _____

NAME: _____ TITLE: _____

DEPT: _____ SUNY ID#: _____

- A. Employees may earn a maximum of 2.5 GAP Compensatory hours each week if they work in excess of 37.5 hours and up to 40 hours. Any time **worked after 40 hours** is considered overtime.
- B. Computation of hours **worked** for the purposes of determining earned GAP Compensatory time does **NOT** include (A) meal breaks or (B) days off, whether unpaid or paid through use of accruals.
- C. UUP employees get a 1-hour meal break, of which ½ hour is paid. If they take a full hour lunch, UUP employees do NOT get two paid 15-minute breaks.

DAY	DATE	START TIME	LUNCH TIME (Example 12-1pm)	END TIME	TOTAL HOURS WORKED	GAP COMP TIME USED (specify # of hours)
Thurs						
Fri						
Sat						
Sun						
Mon						
Tues						
Wed						
TOTAL HOURS						

GAP COMP Hours Carried Over	
GAP COMP Hours Used	
GAP COMP Balance	
GAP COMP Hours Earned	
Final GAP COMP Balance	

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR (PLEASE PRINT): _____

SUPERVISOR SIGNATURE _____ DATE: _____

¹ Once completed, the form **MUST be signed by the Supervisor** and the Employee, the original of this form should be sent to Payroll at MSC# 10 and/or scanned to GAPTimesheet@downstate.edu. A copy should be maintained in the Department.