

MEMORANDUM

Comp Time Payoff

All Non-Exempt Employees,

Please be advised that any Comp time totaling one (1) or more hours earned and not used by Aug 8th will be paid off in your August pay check. Comp time earned from August 9 to August 31 will roll forward to the next fiscal year.

If you have any questions, you may contact us at PayrollTimesheets@collin.edu

Thank you,

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