

## 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 Saturday, Aug 13<sup>th</sup> will be paid off in your August pay check. Comp time earned from August 14<sup>th</sup> to August 31<sup>st</sup> will roll forward to the next fiscal year.

If you have any questions, you may contact us at [PayrollTimesheets@collin.edu](mailto:PayrollTimesheets@collin.edu)

Thank you,

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