

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 12th will be paid off on your August pay check. Comp time earned from August 13th to August 31st 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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