



## Giving Individuals Finding Time

Monroe County Community College

### ~ STEPS FOR GIFT COMPENSATION ~

- 1.) Employee must inform supervisor prior to volunteering for event
- 2.) Sign up for event
- 3.) After event, complete form and submit to supervisor for signature
- 4.) Send GIFT form to Human Resources – (this form will be forwarded to Payroll after recorded)

Note: GIFT time earned (1/2 of volunteer time) will be recorded as accumulated vacation time earned and will appear on your pay stub.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Dept. Employed

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Name of Event

**Time signed in**  
(example: 8:15 p.m.)

**Time signed out**  
(example: 10:30 p.m.)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
GIFT Time Earned\*

\* GIFT time earned equals 1/2 volunteer time (i.e. 1 hour volunteer time = 1/2 hour GIFT time.)

Please round Gift hours earned to nearest 1/4 hour.

**Note: Please submit form to Human Resources**

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### Business Office Use Only

Volunteer Hours \_\_\_\_\_

Hours of Compensation\* \_\_\_\_\_

\* One half of volunteer hours rounded to nearest 1/4 hour

Recorded by business office for pay date: \_\_\_\_\_