

**Subject:** Paper ENP Examples

**Date:** Friday, May 31, 2019 2:27:00

The exception to normal pay form is typically referred to as an ENP. The form is used to pay **monthly** employees annual/comp leave balances and retroactive payments if needed. This includes the monthly non-exempt employees.

Attached is a blank ENP form and instructions along with a couple of examples.

Have a great weekend,

Tina Burch  
A&S Training Coordinator  
202B LSE  
43701