5330

Competency/Serial Number:

Date:

WORK AUTHORIZATION

Overtime/Furlough/Compensatory/Holiday - See following page for instructions

CONTAINS PRIVACY ACT INFORMATION - FOR OFFICIAL USE ONLY (FOUO)

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COMPETENCY	ORIGINATOR (Last name, First, MI)	PAY CODES: Overtime Scheduled (OS), Overtime Unscheduled (OU), Compensatory Time Earned (CE), Compensatory Time for Travel Earned (CB), Credit Hours Earned (CD), Holiday Work (HG), Holiday Callback (HC)

DATE	PAY CODE	PERSONNEL NUMBER (PERNR)	NAME (Last, First, MI)	HOURS AUTH OR PPC	8 HOUR BASIC ASSIGNED SHIFT (STRAIGHT TIME)		TIME OVERTIME AUTHORIZED TO START	LUNCH PERIOD		NETWORK ACTIVITY
					FROM	TO		FROM	TO	

REMARKS

APPROVALS

REQUESTING OFFICIAL (Printed name)	DATE	SIGNATURE
APPROVING OFFICIAL (Printed name)	DATE	SIGNATURE

INSTRUCTIONS

This form may be used to record more than one date of work only if the varying dates fall within the same pay period. More than one type of compensation may be included on the same form.

COMPETENCY - The competency shown must apply to all employees listed.

DATE - The date the work is performed. Separate authorization is required for differing pay periods. Compensatory time is authorized for Group IVb only.

PAY CODE - Indicate the type of compensation as follows: Overtime Scheduled (OS), Overtime Unscheduled (OU), Compensatory Time Earned (CE), Credit Hours Earned (CD), Holiday Work (Graded) (HG), Holiday Callback (HC)

PERSONNEL NUMBER (PERNR) - Enter the NAVY ERP PERNR for each employee

NAME - Enter the name of each employee as last, first, middle initial

HOURS AUTH OR PPC - Enter the number of overtime hours authorized

8 HOUR BASIC ASSIGNED SHIFT - Enter the hours of basic assigned shift, including the lunch period, as reflected by shift assignments approved by the immediate supervisor

TIME OVERTIME AUTHORIZED TO START - Enter the time (hour) the employee is authorized to start overtime

NETWORK and ACTIVITY- Enter appropriate network and activity to which work will be charged. Network and activity should be open for changes and have funds available. For project funds, it should be designated for the specific purpose of labor in performance of a specific task.

REMARKS - Use this section to report justification for overtime, etc. Backlog is not a justification in itself, according to the Secretary of the Navy. Be specific about what type of work that be performed during the additional hours requested.

REQUESTING OFFICIAL - Name of requesting official

DATE - Date of requesting official signature

SIGNATURE - Signature of requesting official

APPROVING OFFICIAL - Name of approving official

DATE - Date of approving official signature

SIGNATURE - Signature of approving official