

## REQUEST FOR OVERTIME, HOLIDAY PAY, COMPENSATORY TIME, AND CREDIT HOURS

### PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. 301, Departmental Regulations; 5 U.S.C. Chapter 53, 55, and 81.

**PRINCIPAL PURPOSE(S):** To ensure that requests for overtime pay, compensatory time, or credit hours are properly requested, justified and approved to substantiate time and attendance entries.

**ROUTINE USE(S):** The "Blanket Routine Uses" published at the beginning of the DFAS compilation of systems of records notices apply to this collection.

**DISCLOSURE:** Voluntary; however, failure to provide a requested information may result in a denial of this request. This collection is covered by DFAS Systems of Records Notice T7335, Defense Civilian Pay System (DCPS).

**1. EMPLOYEE NAME** (*Last, First, Middle Initial*)

**2. PAY PERIOD NUMBER**

### 3. REQUEST

A. HOURS REQUESTED	B. DATE (YYYYMMDD)	C. OVERTIME (See Note 1)	D. HOLIDAY PAY	E. COMP TIME (See Note 2)	F. CREDIT HOURS

NOTE 1: More than 16 hours of overtime per pay period must be approved by Director, WHS.

NOTE 2: Accrued comp time must be used before annual leave.

**4. JUSTIFICATION** (*Include details requiring additional hours worked*)

**5.a. SIGNATURE OF REQUESTER**

**b. DATE** (YYYYMMDD)

**6.a. SIGNATURE OF APPROVING OFFICIAL**

**b. DATE** (YYYYMMDD)

**7.a. SIGNATURE OF CERTIFIER**

**b. DATE** (YYYYMMDD)