Process for Compensatory Time Payment

- Requester completes the POD A-3 form with Name, SSN, Pay Period of CT Forfeiture, Number of Hours, Hourly Rate and Cost Structure (WBS number that should be charged)
 - Attach documentation to support request and the denial of the use of the comp time for the period being requested
- Requester will sign the form and forward to the appropriate Center Approving Official for signature
- Center Approving Official will forward the form to the Center Payroll Office for verification of hours and cost structure and ensure the appropriate signatures are applied to the form
- Center Payroll Office will provide Center name in "From" line of form, verify request and annotate in comments section additional information
- Center Payroll Office will fax or email the form to NSSC Payroll Office

AUTHORIZATION FOR EXPIRED/CURRENT COMPENSATORY TIME TO BE PAID AS OVERTIME TO EMPLOYEE

To: From: Subject:	Payroll Operations Group Center Payroll Office Payment of Compensatory Hours			
This authorizes	Employee Name			SSN
Pay Period of CT Forfeiture		Number of Hours	Hourly Rate	Cost Structure
	- ·			
	- ·			
	- ·			
	- ·			

FLSA exempt employee was unable to use the compensatory time due to an exigency of the service beyond their control during the past 26 Pay periods and there is evidence the employee officially requested and was denied use of earned compensatory time during the 26 pay periods or the employee has separated from Federal service or placed in Leave Without Pay (LWOP) status to perform service in the uniformed services or because of an on-the-job injury.

Comments:

Requester Signature

Date

Approving Official Signature

Please fax form to NSSC Payroll Office at 1-866-779-6772 or email to nssc@nasa.gov (Encrypted)