

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

To: Payroll Operations Group
From: _____ Center Payroll Office
Subject: Payment of Compensatory Hours

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Approving Official Signature

Rev. 09/06/2018