

# Employee Record and Certification of Extra Hours of Work

U.S. Department of Housing  
and Urban Development

Compressed work schedule employees may not earn credit hours.	Organization
Instructions: Use this form to record actual time for authorized extra hours of work. The employee's signature certifies the accuracy of the entries, which must be consistent with the authorizing document (form HUD-1040, Overtime Authorization, or HUD-25018, Notification of Intent to Work Credit Hours). The employee must submit the certified form to the immediate supervisor at the end of the pay period indicated.	Current Pay Period Dates From _____ To _____
Codes <b>CH</b> = Credit Hours <b>CT</b> = Comp-Time <b>OT</b> = Overtime <b>HP</b> = Holiday Pay	

Week 1				Week 2					
Date	From	Time	To	Code	Date	From	Time	To	Code

The appropriate authorization form must be on file for all times recorded.	Employee's Signature & date  X
	Supervisor's Signature & date  X