

Overtime Authorization

U.S. Department of Housing
and Urban Development
Office of Chief Human Capital Officer

Instructions

1. Form HUD-1040 will be used to request and obtain approval for all overtime, holiday or compensatory hours. Nonexempt employees must be paid overtime - compensatory hours are not authorized.
2. Each request will be fully justified as to the reason that the work could not be done during regular working hours.
3. Form HUD-1040 will be completed and signed by the supervisor requesting the work to be performed.
4. Supervisors will retain a copy of Form HUD-1040 as a means for controlling the overtime worked by nonexempt employees.
5. Form HUD-1040 will be approved by the designated approving official in advance of the work being performed and returned to the employee's timekeeper.
6. Form HUD-200.2 will be approved, when required, after the fact to adjust overtime hours based on hours actually worked.
7. Timekeepers will use the Forms HUD-1040 and HUD-200.2 to post overtime on T & A Reports.

Name of Employee:		Name of Office/Division to which Employee is Assigned:	
Overtime, Holiday or Compensatory Hours:		Date Work to be Performed:	
Purpose of Overtime:			
Justification:			
Date:	Requested by:		Name of Office/Division:
Date:	Approved by:		