

Adjustment of Overtime Hours

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

Name of Reporting Unit	Pay Period		Correspondence Code
	From (mm/dd/yyyy)	To (mm/dd/yyyy)	

Instructions: When the actual number of hours worked exceed the amount of overtime hours authorized, the requesting official must submit this form to the approving official for authorization of additional hours. This form must reflect all actual overtime hours of work for the affected employee(s) The employees listed below were authorized to perform overtime work; however, the number of hours actually worked must be adjusted as follows:

Name of Employee	Actual Hours of Overtime Worked														Total		
	First Week							Second Week									
	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat			
Total																	

Date (mm/dd/yyyy)	Title of Approving Officer	Signature of Approving Officer
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