

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.

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.

Organization _____

Current Pay Period Dates
From _____ To _____

Codes
CH = Credit Hours **CT** = Comp-Time
OT = Overtime **HP** = 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