

STATE OF OHIO  
ADJUTANT GENERAL'S DEPARTMENT  
2825 West Dublin Granville Road  
Columbus, Ohio 43235-2789

NGOH-HRO-Z

4 September 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HRO Policy # 19-001, Overtime and Compensatory Time Management

**I. References.**

- a. 5 Code of Federal Regulations 550, Pay Administration
- b. 5 Code of Federal Regulations 551, Pay Administration under Fair Labor Standards Act
- c. 5 United States Code 5541, Definitions
- d. 5 United States Code 5542, Overtime rates, computation
- e. 5 United States Code 5543, Compensatory time off
- f. 5 United States Code 5547, Biweekly Caps on Premium Pay
- g. 32 United States Code 709, Technicians: Employment, Use, Status
- h. Department of Defense Financial Management Regulation (FMR) 7000.14-R, Chapter 3.
- i. Chief, National Guard Bureau Notification (CNGBN) 1408, Technician Interim Post Conversion Overtime and Compensatory Time Policy

**2. Applicability.** This policy applies to all Title 32 (T32) Dual Status Technicians and Title 5 (T5) National Guard Employees of the Ohio National Guard.

**3. Purpose.** To manage the use of overtime and compensatory time for the Ohio National Guard and comply with the Fair Labor Standards Act (FLSA) and provisions of 5 (USC) §5542 and §5543. Ensure technicians and employees are consistently and correctly compensated for work assigned in excess of assigned tours of duty. Minimize incidents of overtime abuse, loss of productivity, and situations which may lead to health and safety risks.

**4. Eligibility.**

- a. Technicians (T32) are eligible for compensatory time but are not eligible for Overtime per 32 USC §709 (h). Refer to Enclosures 1 through 4.

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b. National Guard Employees (T5) are eligible for overtime; compensatory time in lieu of overtime at the choice of the employee; or the Agency may require overtime performed by an employee whose hourly rate of pay is greater than that of a GS-10, step 10 be compensated with compensatory time. Refer to Enclosures 1 through 4.

c. Overtime and Compensatory Time is earned in 15 minute increments for time worked in excess of the technician's or employee's assigned tour of duty.

d. Overtime pay is subject to the provisions of 5 USC 5542.

##### **5. Conditions for Approval of Overtime and Compensatory Time.**

a. All overtime and compensatory time must be approved in advance. The technician or employee's first line supervisor must request approval from the technician or employee's second line supervisor prior to ordering the technician or employee to perform the assigned work.

b. If written approval cannot be obtained in advance, the employee will contact the immediate supervisor for verbal approval to work overtime or earn compensatory time. NGB Form 46-14 must be completed the next business day to include an explanation as to why pre-approval could not occur.

c. Overtime or compensatory time will not be approved when an employee has used annual leave or compensatory time during the same workweek except during periods of severe workload requirements or other unavoidable circumstances. In such cases, the overtime request must be annotated with the reason for making the exception.

d. Compensatory time will be used prior to annual leave except when the annual leave has been designated as "use or lose".

e. T5 Employees are entitled to overtime pay or earn compensatory time off on federal holidays, when applicable, if management requires overtime work be completed on such days.

f. Overtime Budget: Each service activity is responsible for controlling the use of overtime.

(1) (Army) The Chief of Staff, in conjunction with the Director of Human Resources, shall establish an annual overtime budget for each Army directorate and MSC.

(2) (Air) The Wing Commander in conjunction with the respective Wing Comptroller shall establish an annual overtime budget for each assigned Group Command and associated Geographically Separated Units (GSUs).

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(3) Each Directorate and Major Subordinate Command (MSC) (Army) and each Group Command and GSU (Air) shall allocate an overtime budget to each subordinate function and/or overtime Approving Official.

(4) Overtime Approving Officials shall ensure funds targeted for their employing activity will cover any overtime worked. Overtime Approving Officials shall validate that they have adequate purpose, time and amount prior to approving any requested employee overtime. In the event the Approving Official does not have purpose, time and amount required to support the requested overtime, the overtime request shall be denied.

(5) The Director of Human Resources and each Wing Comptroller shall develop a monthly report of overtime expenditures to validate if overtime expenditures are within the established budget.

(a) HRO – Reports for Army Directorates and MSCs

(b) Wing Comptroller – Reports for their respective Wing and GSU

(6) The Army Chief of Staff and each Air Wing Commander shall adjust overtime budgets or withhold overtime approval authority as needed to meet mission requirements and budgetary constraints.

## 6. Compensatory Time for Travel

a. Compensatory time off for travel is earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable or is outside the employee's normal duty hours.

b. All T5 National Guard Employees and T32 Dual Status Technicians are eligible to earn compensatory time for travel when travel is officially authorized and approved for work purposes.

c. Under no circumstances is earned compensatory time for travel eligible for payment.

d. Earned compensatory time for travel will be forfeited:

(1) If not used by the end of the 26<sup>th</sup> pay period after the time was credited, not earned

(2) Upon voluntary transfer to another agency

(3) Upon separation from the Federal Government

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**7. Forms and Processes.**

a. All overtime and compensatory time will be requested, approved and documented IAW Paragraph 5c. of CNGBN 1408.25 using NGB Form 46-14 (enclosure 5).

b. The first line supervisor is the Requesting Official and will complete the fields indicated on the enclosed example (enclosure 5).

c. The second line supervisor is the Approving Official and will indicate the approval or disapproval of the request, sign and date the form, and return it to the Requesting Official.

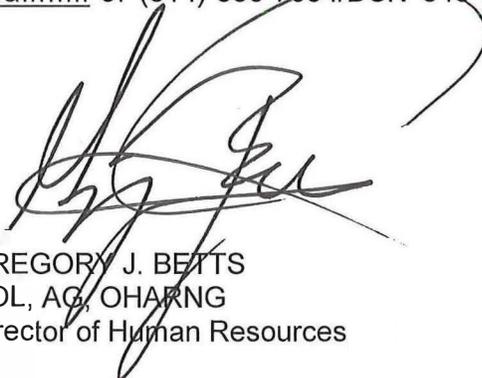
d. The Requesting Official will issue the approved NGB Form 46-14 to the employee assigned to work.

e. The employee will complete the assigned portions of the NGB Form 46-14, which indicate the actual hours worked, sign the form, and return it to the Requesting Official.

f. The employee must make the appropriate entries in the Automated Time Attendance and Production System (ATAAPS) and follow established procedures for retaining and/or uploading the NGB Form 46-14 as a substantiating document for the overtime or compensatory time earned.

8. Questions related to this memorandum should be directed to Mrs. Dana Mowery, Deputy Director for HRO, at [dana.a.mowery.civ@mail.mil](mailto:dana.a.mowery.civ@mail.mil) or (614) 336-7054/DSN 346-7054.

FOR THE ADJUTANT GENERAL:



GREGORY J. BETTS  
COL, AG, OHARNG  
Director of Human Resources

Encls

- 1 – Overtime and OT Pay Rates
- 2 – Example – OT Calculation Chart
- 3 – Comp Time and Comp Time Travel
- 4 – References, Definitions, and Notes
- 5 – NGB Form 46-14

DISTRIBUTION:

A, D

## Overtime and Overtime Pay Rates

**Purpose:** Provides guidance for Title 5 National Guard Employees regarding Overtime Pay Rate Calculation. *Refer to Enclosure 2 for Overtime Calculation Example Sheet. Refer to Enclosure 4 for References, Definitions, and Notes.*

<i>See Encl 4, Note #1 for Exempt and Non-Exempt Category</i>		<b>T32 Dual Status Technician</b>	<b>T5 Non-Exempt NG Employee</b>	<b>T5 Exempt NG Employee</b>
<b>Overtime (OT)</b>	Eligibility	Overtime is not authorized	Yes - Per FLSA Overtime Rules (5 CFR 551.501)	Yes - Exempt from FLSA Overtime Rules (5 USC 5542)
	Pre-Approval	N/A	Required - <i>(See Enclosure 4 for Note #2)</i>	Required - <i>(See Enclosure 4 for Note #2)</i>
	Approval Form	N/A	NGB Form 46-14 published 31 Oct 2017 per CNGBN 1408 5.c. dated 18 July 2018	NGB Form 46-14 published 31 Oct 2017 per CNGBN 1408 5.c. dated 18 July 2018
	Overtime Pay	N/A	See Overtime Pay Rates Below	See Overtime Pay Rates Below
	Comp Time in lieu of Overtime	N/A	Only at employee's request and approved by their supervisor. <i>CANNOT order a non-exempt employee to work overtime and compensate with compensatory time as FLSA Rules establish overtime pay as an entitlement</i>	<b>GS Employees</b> may request and be granted comp time in lieu of overtime with their supervisor's approval. The Agency <i>MAY</i> require an employee with a basic hourly rate of pay greater than a GS-10, step 10 perform overtime and be compensated with comp time in lieu of overtime pay. <b>FWS Employees</b> cannot be required to perform comp time in lieu of overtime pay unless requested by the employee.
<b>Overtime (OT) Pay Rates</b>	T5 GS Non-Exempt and T5 Exempt Employees	Employees with a Basic Hourly Rate equal to or less than the Basic Hourly Rate of a GS-10, step 1, the Overtime Hourly Rate is the employee's Basic Hourly Rate multiplied by 1.5. (See Example a. on Enclosure 2)		
		Employees with a Basic Hourly Rate greater than the Basic Hourly Rate of a GS-10, step 1, the Overtime Hourly Rate would be the Basic Hourly Rate multiplied by 1.5 up to the Overtime Hourly Rate of a GS-10, step 1. (See Example b. on Enclosure 2)		
		Employees with a Basic Hourly Rate that exceeds the <u>Overtime</u> Hourly Rate of a GS-10, step 1, would receive their Basic Hourly Rate as their Overtime Hourly Rate. (See Example c. on Enclosure 2) <b>NOTE: FLSA Exempt Employees' Overtime Rate is capped at the biweekly pay of GS-15 Step 10</b>		
		<i>* See Rules for Comp Time in lieu of Overtime above</i>		
<b>Overtime (OT) Pay Rates</b>	T5 FWS Employees	FWS Employees earn 1.5 times their regular hourly pay rate for each hour of overtime worked. There are no overtime pay limitation caps.		
		<i>* See Rules for Comp Time in lieu of Overtime above</i>		

# EXAMPLE: Overtime Calculation Sheet

- \*The salary table below reflects the Columbus area for 2019. Refer to the OPM website for other salary table locations and for future year salary rates.

SALARY TABLE 2019-COL  
 INCORPORATING THE 1.4% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 19.47%  
 FOR THE LOCALITY PAY AREA OF COLUMBUS-MARION-ZANESVILLE, OH  
 TOTAL INCREASE: 1.83%  
 EFFECTIVE JANUARY 2019

*Hourly Basic (B) Rates by Grade and Step*  
*Hourly Title 5 Overtime (O) Rates for FLSA-Exempt Employees by Grade and Step*

Grade	B/O	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	B	\$ 10.90	\$ 11.27	\$ 11.63	\$ 11.99	\$ 12.36	\$ 12.57	\$ 12.93	\$ 13.29	\$ 13.30	\$ 13.64
	O	16.35	16.91	17.45	17.99	18.54	18.66	19.40	19.94	19.95	20.46
	B	12.26	12.55	12.96	13.30	13.45	13.85	14.24	14.64	15.03	15.43
2	O	18.39	18.83	19.44	19.95	20.18	20.78	21.36	21.96	22.55	23.15
	B	13.38	13.82	14.27	14.71	15.16	15.61	16.05	16.50	16.94	17.39
	O	20.07	20.73	21.41	22.07	22.74	23.42	24.08	24.75	25.41	26.09
3	B	15.02	15.52	16.02	16.52	17.02	17.52	18.02	18.52	19.02	19.52
	O	22.83	23.28	24.03	24.78	25.53	26.28	27.03	27.78	28.53	29.28
	B	16.80	17.36	17.92	18.48	19.04	19.60	20.16	20.72	21.28	21.84
4	O	25.20	26.04	26.88	27.72	28.56	29.40	30.24	31.08	31.92	32.76
	B	18.73	19.35	19.98	20.60	21.23	21.85	22.48	23.10	23.72	24.35
	O	28.10	29.03	29.97	30.90	31.85	32.78	33.72	34.65	35.58	36.53
5	B	20.81	21.51	22.20	22.89	23.59	24.28	24.97	25.67	26.36	27.06
	O	31.22	32.27	33.30	34.34	35.39	36.42	37.46	38.51	39.54	40.59
	B	23.05	23.82	24.59	25.35	26.12	26.89	27.66	28.43	29.19	29.96
6	O	34.58	35.73	36.89	38.03	39.18	40.34	41.49	42.05	42.05	42.05
	B	25.46	26.31	27.15	28.00	28.85	29.70	30.55	31.40	32.24	33.09
	O	38.19	39.47	40.73	42.00	42.05	42.05	42.05	42.05	42.05	42.05
7	B	28.03	28.97	29.90	30.84	31.77	32.71	33.64	34.57	35.51	36.44
	O	42.05	42.05	42.05	42.05	42.05	42.05	42.05	42.05	42.05	42.05
	B	30.80	31.83	32.85	33.88	34.91	35.94	36.96	37.99	39.02	40.04
8	O	42.05	42.05	42.05	42.05	42.05	42.05	42.05	42.05	42.05	42.05
	B	36.92	38.15	39.38	40.61	41.84	43.07	44.30	45.53	46.76	47.99
	O	42.05	42.05	42.05	42.05	42.05	43.07	44.30	45.53	46.76	47.99
9	B	43.90	45.36	46.83	48.29	49.75	51.22	52.68	54.14	55.60	57.07
	O	43.90	45.36	46.83	48.29	49.75	51.22	52.68	54.14	55.60	57.07
	B	51.88	53.61	55.33	57.06	58.78	60.52	62.25	63.98	65.71	67.44
10	O	51.88	53.61	55.33	57.06	58.79	60.52	62.25	63.98	65.71	67.44
	B	61.02	63.05	65.09	67.12	69.16	71.19	73.22	75.26	77.29	79.33
	O	61.02	63.05	65.09	67.12	69.16	71.19	73.22	75.26	77.29	79.33

Applicable locations are shown on the 2019 Locality Pay Area Definitions page: <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2019/locality-pay-area-definitions/>

## EXAMPLES:

- Basic Hourly Rate multiplied by 1.5 equals the Overtime Rate up to the Baseline Rate of GS-10, Step 1
- See examples below:

GRADE/STEP	BASIC HOURLY RATE	OVERTIME HOURLY RATE	NOTES
GS-10, Step 1	\$28.03	\$23.03 x 1.5 = \$42.05	This is the Baseline Rate
GS-7, Step 5	\$23.59	\$23.59 X 1.5 = \$42.05	Does not exceed Baseline rate of GS-10, Step 1.
GS-10, Step 10	\$36.44	\$42.05 x 1.5 = <b>\$54.66</b> <i>Capped at \$42.05</i>	\$54.66 exceeds the Overtime Hourly Rate for a GS-10, Step 1 of \$42.05. Therefore, the Overtime rate is capped at \$42.05
GS-12, Step 6	\$43.07	<b>\$43.07</b>	Basic Hourly Rate exceeds the OVERTIME Hourly Rate of a GS-10, Step 1 (\$42.05). Therefore, the Overtime Hourly Rate will <b>EQUAL</b> the Basic Hourly Rate.

## Compensatory (Comp) Time and Comp Time for Travel

**Purpose:** Provides guidance for Title 5 National Guard Employees and Title 32 Dual Status Technicians regarding Comp Time and Comp Time for Travel. Refer to Enclosure 4 for References, Definitions, and Notes.

<i>See Encl 4, Note #1 for Exempt and Non-Exempt Category</i>		<b>T32 Dual Status Technician</b>	<b>T5 Non-Exempt NG Employee GS and FWS</b>	<b>T5 Exempt NG Employee GS and FWS</b>
<b>Compensatory (Comp) Time</b>	Eligibility	YES	Yes, at Employee request (Cannot order the use of comp time in lieu of overtime pay)	Yes, at Employee request (Cannot order the use of comp time in lieu of overtime pay <i>UNLESS</i> a GS employee has a basic pay rate of above GS-10, Step 10 and is ordered to work overtime)(No mandatory comp time is permitted for FWS employees in lieu of overtime unless requested by the employee)
	Pre-Approval	Required ( <i>See Enclosure 4 for Note #2</i> )	Required ( <i>See Enclosure 4 for Note #2</i> )	Required ( <i>See Enclosure 4 for Note #2</i> )
	Approval Form (Encl 5)	NGB Form 46-14 published 31 Oct 2017 per CNGBN 1408 5.c. dated 18 July 2018	NGB Form 46-14 published 31 Oct 2017 per CNGBN 1408 5.c. dated 18 July 2018	NGB Form 46-14 published 31 Oct 2017 per CNGBN 1408 5.c. dated 18 July 2018
	Comp Time Earned Usage	Must be used within 26-pay periods from when credited, not earned	Should be used within 26-pay periods from when credited, not earned	Should be used within 26-pay periods from when credited, not earned
	Unused Comp Time	After 26 pay periods, unused Comp time will be forfeited	After 26-pay periods, unused comp time will be paid at the employee's overtime rate for each earned hour ( <i>See Enclosure 1 for Overtime Pay Rates</i> )	After 26-pay periods, unused comp time will be paid at the employee's overtime rate for each earned hour ( <i>See Enclosure 1 for Overtime Pay Rates</i> )
<i>See Encl 4, Note #1 for Exempt and Non-Exempt Category</i>		<b>T32 Dual Status Technician</b>	<b>T5 Non-Exempt NG Employees GS and FWS</b>	<b>T5 Exempt NG Employees GS and FWS</b>
<b>Compensatory (Comp) Time For Travel</b>	Eligibility	YES	YES	YES
	Pre-Approval	Required ( <i>See Enclosure 4 for Note #2</i> )	Required ( <i>See Enclosure 4 for Note #2</i> )	Required ( <i>See Enclosure 4 for Note #2</i> )
	Approval Form (Encl 5)	NGB Form 46-14 published 31 Oct 2017 per CNGBN 1408 5.c. dated 18 July 2018	NGB Form 46-14 published 31 Oct 2017 per CNGBN 1408 5.c. dated 18 July 2018	NGB Form 46-14 published 31 Oct 2017 per CNGBN 1408 5.c. dated 18 July 2018
	Comp Time Earned Usage	Must be used within 26-pay periods from when credited, not earned	Must be used within 26-pay periods from when credited, not earned	Must be used within 26-pay periods from when credited, not earned
	Unused Comp Time	After 26 pay periods, unused Comp time will be forfeited	After 26 pay periods, unused Comp time will be forfeited	After 26 pay periods, unused Comp time will be forfeited

## Compensatory time and Overtime Pay References, Definitions, and Notes

<b>Purpose:</b>	Provides guidance for Title 5 National Guard Employees and Title 32 Dual Status Technicians regarding Compensatory Time and Overtime.	
<b>Applicability:</b>	This guidance is applicable to BOTH the Ohio Army and Air National Guard	
<b>References:</b>	5 CFR 550-114 (c) Comp time off (FLSA Exempt employees over GS-10 Step 10)	
	5 CFR 551.501 FLSA Non-Exempt Overtime rules	
	5 CFR 551.531 (a) and (c). FLSA Non-Exempt employees comp time rules	
	5 U.S.C. 5541 (2) Definitions "Employees"	
	5 USC 5542 (a) FLSA Exempt employees overtime rules	
	5 USC 5543 (a) FLSA Exempt employees Comp time rules	
	CNGBN 1408 Technician Personnel Interim Post Conversion Overtime and Compensatory Time Policy	
<b>Definitions:</b>		
<b>Compensatory Time:</b>	Time off with pay in lieu of overtime pay for irregular or occasional overtime work. Also referred to as Comp time.	
<b>Fair Labor Standards Act</b>	The FLSA is a U.S. law, passed in 1938, that is intended to protect workers against certain unfair pay practices or work relations.	
<b>Federal Wage System (FWS)</b>	The Federal Wage System is typically used for trade and labor related fields. The FWS is divided into 3 categories: Wage Grade (WG), Wage Leader (WL), and Wage Supervisor (WS). Each has 15 grades except WS which has 19. Each grade has 5 steps. FWS salaries are adjusted by changes in local wage surveys and at various times throughout the year.	
<b>FLSA Exempt Employee:</b>	An employee who is NOT covered by the minimum wage and overtime provisions of the Fair Labor Standards Act.	
<b>FLSA Non-Exempt</b>	An employee who IS covered by the minimum wage and overtime provisions of the Fair Labor Standards Act.	
<b>General Schedule (GS)</b>	The General Schedule (GS) is typically used for Administrative, Professional, Clerical, Technical, and Protective positions. There are 15 grades and each grade has 10 steps. Different geographical locations are subject to different GS pay scales based on locality adjustments.	
<b>Overtime Pay:</b>	Overtime pay under Title 5 United States Code is pay for hours of work officially ordered or approved in excess of 8 hours (9 or 10 hours in a compressed work schedule) in a day or 40 hours in an administrative workweek.	
<b>Title 5 (T5) National Guard Employee</b>	T5 Civilian employees appointed under 5 USC 302 and employed by the National Guard. There are two statuses: Excepted Service and Competitive Service.	
<b>Title 32 (T32) Dual Status Technician</b>	T32 Excepted-service technicians, appointed under 32 USC 709(b), who are required to be military members of the National Guard as a condition of employment.	
<b>Notes:</b>	<b>#1</b>	FLSA Category for an Exempt or Non-Exempt Employee is located in Block #35 on an employee's SF-50.
	<b>#2</b>	If written approval cannot be obtained in advance, the employee will contact their immediate supervisor for approval to work overtime or earn compensatory time. NGB Form 46-14 must be completed the next business day to include an explanation as to why pre-approval was not accomplished.

NGB Form 46-14, 20171031

REQUEST, AUTHORIZATION, AND REPORT OF COMPENSATORY TIME, TRAVEL COMPENSATORY TIME, HOLIDAY PREMIUM AND OVERTIME							
The proponent agency is NGB-ARC-F. The prescribing directive is NGR (AR) 37-105							
<b>PRIVACY ACT STATEMENT</b>							
<small>AUTHORITY: Executive Order 9397; 5 USC Section 6311; and 31 USC Section 7701.                  PURPOSE: A standardized management record of request, authorization, and reporting of compensatory time, travel compensatory time, holiday premium and overtime earned for National Guard (NG) Title 32 Dual Status and Title 5 Civilians. Used as the substantiating document for entering of compensatory time holiday premium and overtime earned in the civilian pay system.                  ROUTINE USES: None.                  DISCLOSURE: Voluntary; However, failure to furnish requested information may result in delayed, impeded, or erroneous posting of compensatory time / overtime earned.</small>							
EMPLOYEE NAME (Last, First, MI)				EMPLOYEE DoD ID NUMBER		CIVILIAN GRADE	
FROM (Office Symbol)		THRU (If Applicable)		TO (Approving Official)		UIC / ORGANIZATION CODE	PAY PERIOD ENDING (PPE)
DATE REQUESTED	TYPE HOUR CODE	HOURS REQUESTED	DATE WORKED	HOURS FROM:	HOURS TO:	TOTAL HOURS WORKED	EMPLOYEE SIGNATURE
TOTAL HOURS REQUESTED		0		TOTAL HOURS WORKED		0	
NATURE OF DUTIES AND JUSTIFICATION WHY WORK CANNOT BE ACCOMPLISHED DURING NORMAL DUTY HOURS							
DATE OF REQUEST			NAME, GRADE, AND TITLE OF REQUESTER (Supervisor, Section chief, Manager or Director)			SIGNATURE OF REQUESTER	
DATE OF APPROVAL			DISAPPROVAL (Check)			NAME, GRADE, AND TITLE OF APPROVING OFFICIAL	
						SIGNATURE OF APPROVING OFFICIAL	

NGB FORM 46-14, 20171031

(PREVIOUS EDITIONS ARE OBSOLETE)

<b>INSTRUCTIONS</b>	
A supervisor, section chief, manager, or director will initiate and sign the NGB-46-14 when requesting Compensatory Time, Travel Compensatory Time, Holiday Premium, or Overtime as follows:	
a. EMPLOYEE NAME. b. EMPLOYEE DoD ID NUMBER (Back of Common Access Card (CAC)). c. CIVILIAN GRADE (GS/SG and Step). d. FROM (Requester's Office Symbol). e. THRU (Intermediate Level Office Symbol if applicable). f. TO (Approving Official Office Symbol). g. UIC / ORGANIZATION CODE (Paragraph Number). h. PAY PERIOD ENDING (Payroll Office format = mm dd yy). i. DATE REQUESTED (Calendar date = yyyy mm dd). j. TYPE HOUR CODE (See Note 2 below). k. HOURS REQUESTED. l. DATE WORKED (Calendar date = yyyy mm dd). m. HOURS FROM: (24 Hour Format). n. HOURS TO: (24 Hour Format). o. TOTAL HOURS WORKED (DCPS fractional = 25, 50, 75 / ATAAPS fractional = 15, 30, 45). p. EMPLOYEE SIGNATURE (CAC - signs <u>after</u> Compensatory Time, Travel Compensatory Time, Holiday Premium, Overtime hours worked). q. TOTAL HOURS REQUESTED and TOTAL HOURS WORKED (Sum Total Automatically). r. NATURE OF DUTIES AND JUSTIFICATION WHY WORK CANNOT BE ACCOMPLISHED DURING NORMAL DUTY HOURS (Clear description of what the hours worked is for. Why is it required? Why it cannot be done during normal work day hours. What mission impact occurs if not worked). s. DATE OF REQUEST (Calendar Date = yyyy mm dd). t. NAME, GRADE, AND TITLE OF REQUESTER (Supervisor, Section Chief, Manager, Director). u. SIGNATURE OF REQUESTER (CAC - signs <u>before</u> Compensatory Time, Travel Compensatory Time, Holiday Premium, Overtime hours worked). v. DATE OF APPROVAL DISAPPROVAL (Check appropriate block). w. NAME, GRADE, AND TITLE OF APPROVING OFFICIAL (HRO approval policy for Holiday Premium and Overtime). x. SIGNATURE OF APPROVING OFFICIAL (CAC - signs <u>before</u> Compensatory Time, Travel Compensatory Time, Holiday Premium, Overtime hours worked).	
NOTE 1: A completed and signed NGB-46-14 is the substantiating document to input those hours worked into the following systems:	
DCPS - The Timekeeper inputs those hours worked into the employees Time and Attendance (T&A) report.	
ATAAPS - The employee inputs those hours worked into the Premium Request, approved by the Certifier, then inputs into their Labor record.	
NOTE 2: Payroll Office Type Hours Codes: CE - Compensatory Time Earned, CB - Travel Compensatory Time Earned, HG - Holiday Work (Graded), HF - Holiday Work (First Shift), HS - Holiday Work (Second Shift), HT - Holiday Work (Third Shift), OS - Overtime Scheduled.	

NGB FORM 46-14, 20171031

(PREVIOUS EDITIONS ARE OBSOLETE)