

INSTRUCTIONS (SMA 114)

A. REQUESTING SUPERVISOR

The requesting supervisor will fill out items 1, 2, 4, 5, 6, 7, 8, and/or 9, and 10 (as explained below) and submit the original and two copies of the form to the Overtime Approving Official (OAO) through normal channels.

<u>Item</u>	<u>Action</u>
1.	Enter the pay period during which overtime will be worked.
2.	Enter timekeeper's number.
4.	The immediate supervisor will sign the request.
5.	Organizational acronyms may be used.
6.	Enter the date of signature.
7.	Show employees' full names and grades. If an employee is to perform overtime for another organization, add that component's organizational symbol in parentheses after the employee's name.
8.	This may be filled out in either specific or general terms for each employee. Item 8.c. must show whether paid overtime or compensatory time is being requested. It is sufficient to use "P" for paid and "C" for compensatory. If the form is being used to obtain authorization for overtime which was worked on an emergency basis without prior approval, Item 8 will be left blank and Item 9 will be filled in.
10.	The justification statement must clearly establish that the work to be done is vital and that it cannot be accomplished within regular working hours. The statement must explain the work to be done. If the form is being used to obtain authorization for overtime which was performed without prior approval, the justification must also show why prior approval was not obtained (i.e, the emergency nature of the situation).

B. OVERTIME APPROVING OFFICIAL

The OAO will indicate approval, approval with exceptions, or disapproval in Item 10 and will sign in Item 12 and enter that day's date in Item 13.

If approving the supervisor's request, the OAO will then submit all copies of the form to the timekeeper.

If disapproving the request, the OAO will enter a brief statement of the reason for disapproval in Item 11, and return the request to the requesting supervisor. In cases where less than the total request is being approved (i.e., only certain of the employees listed, fewer hours than requested, etc.) a brief statement in Item 11 is required.

C. FINAL ACTION

If the overtime request was disapproved, no further action is required.

If the overtime request was approved, the supervisor will fill out Item 9 in specific terms as the work is performed and initial as appropriate.

1. Time will be recorded in 15 minute increments and total times for each day will be the same as those entered by the timekeeper on the employee's Time and Attendance Card.
2. All employees who perform overtime work shall sign in at the beginning and out at the end of their overtime, even if it happens to be performed adjacent to regular hours of work.
3. When all overtime has been performed, the supervisor will send the original completed Overtime Request Form (SMA 114) to the timekeeper for processing. The SMA 114 must be retained for 3 years.