

To: Allen, Reginald[Allen.Reginald@epa.gov]; Sydney Hupp
Cc: Reeder, John[Reeder.John@epa.gov] Ex. 6 - Personal Privacy
From: Jackson, Ryan
Sent: Sat 5/20/2017 9:15:57 PM
Subject: RE: Comp Time for Appointees
[OT-CT-EPA2560-7v5.pdf](#)

Thanks. Syd, can you circulate on Monday sometime?

From: Allen, Reginald
Sent: Thursday, May 18, 2017 11:14 AM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Cc: Reeder, John <Reeder.John@epa.gov>
Subject: Comp Time for Appointees

Ryan

I updated your edits to include the required form (attached) – recommend if Syd sends it – it is on your behalf.

Best

Reggie

Team,

I wanted to provide some necessary input on comp time. We all often work hours beyond the normal work day which is very common for politically appointed positions in Congress and federal agencies. Of course your high level of service is appreciated. Some of you have asked whether appointees are entitled to “compensatory” (or “comp time”) for some of those extra

hours. Appointees (AD and Sch C) can accumulate comp time, but it is capped at no more than 80 hours of compensatory time on an annual basis. That's an extra two weeks. Of course, SES level staff are not allowed to earn any compensatory time.

Please also ensure you obtain pre-approval of compensatory time from your supervisor. The form attached – fill it out, have supervisor sign and return to your timekeeper. (for those in AO it is Sharnett Willis – she can help)

If pre-approval isn't possible, you will still need to submit the form with supervisory approval "for the record" so that your time for that pay period can be approved.

This process has been audited in the past, and if we are ever audited again I expect we'll have everything in order.

Thank you

Ryan



United States
Environmental Protection Agency
 Washington, DC 20460

REQUEST FOR OVERTIME AUTHORIZATION

1. For Pay Period: _____ From _____ To _____	2. Check One <input type="checkbox"/> Original Request <input type="checkbox"/> Extension	3. Estimated Cost: _____
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Authority for approving payment for overtime, or the allowance of compensatory time in lieu of payment for overtime, is reserved only to those officials stated in agency delegations.

Overtime must be authorized prior to its performance except in cases of emergency, and overtime actually worked under this authorization must be recorded on the employee's Time and Attendance Report (T & A) Card, EPA Form 2565-1, 2, or 3.

4. Justification or Reason: _____

Line #	5. Employee's Name	6. Employee ID Number	7. Grade or Rate	8. Estimated Number of Hours		
				Hrs. OT	Comp Time	Dates
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Click to Update Accounting Data	9. Financial and Accounting Data	Click to Lookup Accounting Data
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Line	DCN (Max 7)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	SFO (Max 2)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Line	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

10. Requested By: _____	SIGN	Title: _____	Date: _____
11. Approved By: _____	SIGN	Title: _____	Date: _____

EPA Form 2560-7 (Rev. 5-09) (WebForms v2.12) Electronic and Paper versions acceptable. Previous editions are obsolete. Original - Timekeeper; Copy 1 - Commitment Clerk; Copy 2 - Approving Official

Privacy Act Statement

Section 301 of Title 5 to the U.S. Code authorizes collection of this information. The primary use of this information is by management and the payroll office to authorize your request for overtime work. Additional disclosures of this information may be made to: the U.S. Treasury for it to issue paycheck; Federal, State and local taxing authorities through annual W-2 statements; Federal, State, and local law enforcement agencies when EPA is aware of a violation or possible violation of civil or criminal law; Federal agencies when conducting an investigation of you for employment or security reasons; Federal, State, and local agencies maintaining civil, criminal, or other enforcement information relevant to EPA's decision concerning the hiring or retention of an employee or the issuance of a security clearance; and to a Member of Congress when the Member informs us you have authorized his/her access to the record.

Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of this request.

Instructions

<u>Item</u>	<u>Item</u>
1	Insert the ending date of the pay period in which overtime is worked.
2 and 3	Self-explanatory
4	Covers the total dollar value or all overtime hours requested for the pay period or of the additional hours if "Extension" in Item 5 is checked
5	Check "Extension" if this authorization increases the hours previously authorized for the same pay period, otherwise check "Original Request."
6 through 9	Self-explanatory
10	A check mark in "CT" column indicates employee requests compensatory time in lieu of overtime pay.
11 and 12	Self-explanatory

Disposition of Copies

Original	To Timekeeper (The Timekeeper will not report overtime unless supported by this document).
Copy 1:	To Commitment Register Clerk via requesting office.
Copy 2:	Retained in files of approving official.

Audit Trail for

PDF Name:
Form Number:
Document Identifier: