

LUMP SUM LEAVE, COMPENSATORY TIME, OR CREDIT HOUR PAYMENTS

GENERAL INSTRUCTIONS

Prepare a separate document for either a Lump Sum Payment or a Compensatory Time Payment. Do not complete blocks 7 through 12 for a Compensatory Time Payment.

REFER TO REVERSE FOR COMPLETION INSTRUCTIONS OF EACH NUMBERED SECTION

1. SOCIAL SECURITY NUMBER	3. AGENCY CODE	4. DATE OF SEPARATION (If Applicable)	5. TYPE PYMT. 0 = Interim I = Final	6. 20% TAX 0 = N/A I = 20% Tax	7. MINUS S/L 0 = N/A I = Forgiven	8. PAY COLA 0 = No I = Yes	9. PAY AUO 0 = No I = Yes						
2. NAME (Last, First, Middle Initial)			LUMP SUM	COMP									
10. WAGE EMPLOYEE SHIFT RATE HOURS				11. DATES LUMP SUM PAYMENT CARRIES THROUGH			12. HOURS APPLICABLE TO LAST DAY OF LSP						
1ST	2ND	3RD	VAR	A. A/L RESTORED	B. A/L WITHIN CEILING	C. A/L ABOVE CEILING	13. TOTAL HOURS TO BE PAID						
24. ACCOUNTING DATA USAGE CODE 0 = Complete Block 25 I = Use Data Base			26. TOTAL LINES OF ACCOUNTING DATA		27. REMARKS								
25. ACCOUNTING DATA													
(1)	HOURS		FRAC										
(2)	HOURS		FRAC										
(3)	HOURS		FRAC										
(4)	HOURS		FRAC										
(5)	HOURS		FRAC										
(6)	HOURS		FRAC										
(7)	HOURS		FRAC										
(8)	HOURS		FRAC					28. EMPLOYING OFFICE CODE		29. REHIRE DATE AFTER SEPARATION			
(9)	HOURS		FRAC		30. T&A CONTACT POINT								
(10)	HOURS		FRAC		AGENCY	STATE	CITY	UNIT	TIMEKEEPER				
31. TOUR OF DUTY (Hours Per Day)													
1ST WEEK				2ND WEEK									
SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT
32. AUDIT FOR LEAVE			BROUGHT FORWARD		EARNED		USED		BALANCE OR TOTAL				
A TYPE LEAVE	Restored Annual										LEAVE YEAR		
	Annual										LEAVE CATEGORY		
	Sick										SERVICE COMPUTATION DATE		
	AWOP										EOD (If in year of audit)		
	(1) Comp and/or Credit Hours										RATE		
	(2) Comp and/or Credit Hours										RATE		
(3) Comp and/or Credit Hours										RATE			
33. APPROVAL										NFC USE ONLY			
AUTHORIZED OFFICIAL'S SIGNATURE AND TITLE								DATE		INITIALS		DATE	

INSTRUCTIONS FOR EACH NUMBERED SECTION

- Block 1** - Enter employee's social security number.
- Block 2** - Enter employee's last name, first name, and middle initial.
- Block 3** - Enter the two-digit agency code for the agency charged with the payment.
- Block 4** - Enter the separation date, if applicable.
- Block 5** - Enter applicable code. Only one block should contain an entry.
- Block 6** - Enter "0" if the payment will be taxed according to the tax code in the employee's payroll master. Enter "1" if the 20% tax is to be applied to the payment.
- Block 7** - Enter "0" if there is no advance sick leave to be forgiven. Enter "1" if the employee has advance sick leave to be forgiven.
- Block 8** - Enter "0" if there is no COLA to be paid. If there is a COLA amount due the employee, enter "1".
- Block 9** - Enter "0" if there is no Administratively Uncontrollable Overtime (AUO) to be paid. Enter "1" if AUO is due.
- Block 10** - When the payment to be made is based on wage shift rates, enter the number of hours under the appropriate rate column. Fractions of an hour may be entered as "1/2", "3/4" etc.
- Block 11** - Enter the projected date through which the lump sum payment carries for A - annual leave restored; B - annual leave within ceiling; and C - annual leave above ceiling.
- Block 12** - Enter the hours applicable to the last day of the lump sum payment.
- Block 13** - Enter the total hours to be paid.
- Block 24** - Enter "0" if accounting data is furnished in block 25. Enter "1" if accounting data in employee's data base record is to be used.
- Block 25** - Enter accounting data codes to which the payment is being charged and the number of hours charged to each code. Leave blank if "1" is entered in block 24.
- Block 26** - Enter the total amount of line items completed in block 25.
- Block 27** - Enter any information pertinent to the payment which is not furnished elsewhere on the form.
- Block 28** - Enter the four-digit employing office code.
- Block 29** - Enter the date the employee was rehired, if previously separated.
- Block 30** - Enter the T&A contact point.
- Block 31** - Enter daily hours for employee's established tour of duty.
- Block 32** - Enter date employee entered on duty only if date is in year of audit.
- Block 33** - Enter signature and title of agency official authorized to approve payment, and the date the form is prepared.

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