

# UNITED NATIONS

# NATIONS UNIES

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## SECRETARY-GENERAL'S BULLETIN NO. 22, REVISION 1

To: Members of the Staff of United Nations

### TIME REPORTING

1. In executing Form F/27 staff members employed on an annual salary basis, who are performing duties in accordance with the basic forty-hour week requirement laid down in SGB/3 and who are not on leave during any part of the pay period in question and for whom overtime or night differential is not claimed, may be certified for payment without the detailed figures in support of the certification. In order to provide the proper certification for such staff members, type in as part of "Remarks" on Form F/27 the following:

"All of the staff members listed above for whom detailed figures are not included performed duties in accordance with the basic forty-hour work week laid down in SGB/3 and are entitled to pay for the full pay period."

2. Where a staff member entered on duty during the pay period, "EOD" will be entered to show the first day on which he entered on duty; "T" will be entered under the last day of duty for a staff member whose services were terminated during the pay period.

3. The detailed information as to time will continue to be supplied for staff members in the wage rate categories, as well as for all staff members who were on leave during any part of the pay period, or for whom overtime compensation or night differential is claimed.

By direction of the Secretary-General

J.B. Hutson  
Assistant Secretary-General for  
Administrative and Financial Services