

## SECRETARY-GENERAL'S BULLETIN NO. 22

To: Members of the Staff of the United Nations

Time Reporting and Overtime

1. The attached instructions covering Time Reporting including overtime, are to be put into effect during the current pay period as specified. Initial distribution of the required report forms will be made by the Comptroller's Office. Thereafter additional supplies may be obtained from the Purchase and Supply Division.

By direction of the Secretary-General

J.B. HUTSON

Assistant Secretary-General for  
Administrative and Financial  
Services

A TIME REPORTING - PROCEDURE FOR SUBMITTING CERTIFICATIONS OF PERSONAL SERVICE

1. PURPOSE:

This instruction defines the procedure for the preparation and routing of Form F/27, Certification of Personal Service and for the maintenance of records of leave. Form F/27 is the report submitted, at the end of each pay period, by departmental officials to the Pay Roll Section, Bureau of the Comptroller, covering services rendered by and, therefore payment due members of the department. The information on the form also furnishes the basis for credits for leave earned and charges for leave taken.

The Comptroller necessarily relies upon the departmental officials for such information in support of all pay roll vouchers. He asks the Executive Officer of each department to exercise general supervision over the preparation of Forms F/27 and over the maintenance of complete leave records; specifically, the Executive Officer is asked to name the individual or individuals who will sign Form F/27 and maintain leave records.

If the department is small, there may be only one such Form. If there are several bureaus or other groups of members or if there are different places where members work, there should be a Form F/27 originated for each group of members.

2. SUBMISSION OF REPORTS:

Every department or bureau will submit Form F/27, Certification of Personal Service, to the Pay Roll Section, Bureau of the Comptroller, not later than Monday noon following each bi-weekly pay period. The Form shall be maintained daily in each section or unit by a member of the department designated by the Executive Officer. Instructions for the preparation of the Form appear on the reverse side thereof.

3. DEFINITIONS OF LEAVE:

Definitions of leave are contained in Sections IV and V of

Secretary-General's Bulletin No. 3, effective 16 February 1946.

Leave shall be reported accordingly.

4. ADMINISTRATION OF LEAVE:

Employees absenting themselves from work are responsible for the reporting of such absence, with reasons, as early as possible in the morning.

Each supervisor shall report to the Health and Welfare Office by 10:30 A.M. of the first day of absence of all employees on sick, maternity, or undetermined leave.

Memorandum individual leave records shall be maintained currently by the departments to control the leave granted each employee, which shall be sent to the Bureau of the Comptroller within ten days after the close of each year (or immediately in the case of terminations or separations). The official individual leave records will be maintained in the Comptroller's Pay Roll Section from the data furnished by the Certification of Personal Service. An initial supply of leave record forms may be obtained from the Purchase and Supply Division.

5. OVERTIME REPORTING ON F/27

The policy for payment of overtime or granting of compensatory time off and the definitions thereof are contained in Secretary-General's Bulletin No. 19, Addendum 1, effective 5 May 1946.

Form F/27 is to be used for the reporting of all time worked, including overtime. Payments due for overtime worked will be made separately within one week following receipt of the certification thereof.

In cases of employees who are given advance authority to work overtime but who are not entitled to overtime pay, the detail of overtime worked shall be posted to the employees' leave records maintained as specified above, to be used in granting compensatory time off where due.

B OVERTIME - PROCEDURE FOR ADVANCE APPROVAL AND CERTIFICATION

1. ADVANCE AUTHORIZATION:

Supervisors anticipating overtime work in their sections or bureaux shall prepare Form F/28 (Authorization of Overtime) in duplicate, sufficiently in advance of the performance of the overtime (48 hours, if possible) to allow for formal approval thereof. The reason for the anticipated overtime shall be stated clearly. A separate form shall be used for each of the following:

- (a) Overtime to be paid for in cash.
- (b) Overtime for which compensatory time off is to be granted.

The form shall be signed by the supervisor, and approved by the departmental Executive Officer. A copy of the form must be immediately sent to the Pay Roll Section, Bureau of the Comptroller.

If there is any question as to the "overtime to be paid for", i.e., as to whether the Comptroller can make the payment under Secretary-General's Bulletin No. 19, the form should be referred to the Bureau of Administrative Management and Budget, through proper channels in each Department. The departments should anticipate such questions and have them resolved in advance.

2. CERTIFICATION OF OVERTIME WORK:

At the end of each bi-weekly pay period, supervisors shall prepare Form F/29 (Certification of Overtime Work), transcribing thereto the overtime reported on Form F/27 (Certification of Personal Service).

The overtime work performed shall be reported in the same two categories used in the advance authorization.

It is contemplated that the overtime pay calculations should be made by the department concerned. The form shall be signed in the spaces "Prepared by" and "Calculated by" and approved by the Supervisor. It will then be sent to the Pay Roll Section, Bureau of the Comptroller as soon as possible. That Section will handle separately the overtime

to be paid for and prepare the required voucher within one week after the receipt of the certifications.

C APPLICABILITY

This instruction shall apply to all members of the Staff of the Secretariat or other personnel attached to the Secretariat, regardless of office or branch to which attached.

D EFFECTIVE DATE

The procedure defined herein shall become effective during the pay period beginning 5 May 1946.

A separate instruction will be issued for the reporting of leave status of all employees for the period from the inception of their service with United Nations to and including 4 May 1946.

UNITED NATIONS - NATIONS UNIES

CERTIFICATION OF OVERTIME WORK  
Prepare in duplicate

Overtime to be paid for

Overtime to be compensated by time off

Check one or the other box. If this form reports both, set up headings in the "Name and Position" column.

Department	Approved by - Supervisor
Bureau and Division	Signature _____ Date _____
	Prepared by _____
	Calculated by _____

Pay Period - from \_\_\_\_\_ to \_\_\_\_\_

Name and Position	Overtime Hours (From Form F/27)	In case of Compensatory Overtime, leave these columns blank			
		Salary	Overtime Rate per Hour	Total to be paid	Do not write in this column

UNITED NATIONS - NATIONS UNIES

AUTHORIZATION OF OVERTIME  
Prepare in duplicate

Overtime to be paid for

Overtime to be compensated by time off

Check one or the other box.

Department	Requested by - Supervisor	
Bureau and Division	Signature	Date
	Overtime authorized and funds available	
	Signature, designee of ASG	Date

Period of authorization - (see particulars; the period during which the conditions described will prevail and in no case more than one month).

Particulars (1. State the work to be done and conditions which make it necessary to work overtime 2. State the numbers of employees, grades, positions and salaries.)

Do not write in this space.