

Instructions for Completing Form SC-0104A and Form SC-0104B

The *Structure Construction Preauthorization Overtime Log by Employee*, ([Form SC-0104A](#)), and the *Structure Construction Preauthorization Overtime Log by Unit*, ([Form SC-0104B](#)), are to be completed as described below. [Attachments No. 1](#) and [No. 2](#) are samples of each form, respectively, providing examples of common scenarios for completing the form(s).

Preauthorization:

1. The Structure Representative (SR) will consult with the first-line supervisor about the need for overtime and identify who will be working overtime.
2. Once the need for overtime has been authorized, the SR will complete Items 1-14 of Form SC-0104A, or 1-12 of Form SC-0104B, for the time period overtime is requested. The SR may delegate this to the Assistant SR; however, the SR must review to ensure accuracy.

Documenting Actual Overtime Worked:

1. After the overtime is worked, the SR will complete Items 16-18 on [Form SC-0104A](#), or 14-16 on [Form SC-0104B](#), for each day overtime is worked. The SR may delegate this to the Assistant SR; however, the SR must review to ensure accuracy.
2. *Time OT Starts* and *Time OT Ends* is the beginning and ending of the overtime period. Use the 24-hour time system (1500 – 1700).
3. On Form SC-0104A, the *FY Balance from Previous Month* must be entered in Item 5.
4. On Form SC-0104A, values in Items 19-20, the total number of overtime hours worked for the month and fiscal year, will calculate automatically.

Review, Signature and Retention:

1. At intervals determined by the first-line supervisor, not to exceed one calendar month, the SR will send [Form SC-0104A](#) or [Form SC-0104B](#) to the first-line supervisor for signature.
2. The first-line supervisor will verify the entries on Form SC-0104A or Form SC-0104B are in agreement with each employee's timesheet; then, complete item 15 on Form SC-0104A or item 13 on Form SC-0104B, for each line entry on the Form SC-0104A or Form SC-0104B, respectively.

3. The first-line supervisor will send the completed Form SC-0104A or Form SC-0104B to the second-line supervisor (ACM) for retention. The completed Form SC-0104A or Form SC-0104B must be retained for five years.