

1 SOCIAL SECURITY NUMBER			2 NAME (Last, First, Middle Initial)												
3 AGENCY CODE	4 DATE OF SEPARATION <small>(If Applicable)</small>			5 TYPE PYMT. 0 = Interim 1 = Final		6 20% TAX 0 = N/A 1 = 20% Tax		7 Minus S/L 0 = N/A 1 = Forgiven		8 PAY COLA 0 = No 1 = Yes		9 PAY AUO 0 = No 1 = Yes		UNITED STATES DEPARTMENT OF AGRICULTURE <b>LUMP SUM LEAVE OR          COMPENSATION TIME          PAYMENTS</b>	
	Month	Day	Year	LUMP SUM	COMP										

10 WAGE EMPLOYEE SHIFT RATE HOURS					11 DATES LUMP SUM PAYMENT CARRIES THROUGH						12 HOURS APPLICABLE TO LAST DAY OF LSP		13 TOTAL HOURS TO BE PAID		
1ST	2ND	3RD	VAR		A A/L RESTORED MO DAY YEAR			B A/L WITHIN CEILING MO DAY YEAR			C A/L ABOVE CEILING MO DAY YEAR				

**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.

**SEE REVERSE FOR COMPLETION INSTRUCTIONS OF EACH BLOCK.**

24 ACCOUNTING DATA USAGE CODE <small>0 = Complete Block 25 1 = Use Data Base</small>				26 TOTAL LINES OF ACCOUNTING DATA				27 REMARKS							
25 ACCOUNTING DATA															
(1)				HOURS	FRAC										
(2)															
(3)															
(4)															
(5)															
(6)															
(7)															
(8)						28 EMPLOYING OFFICE CODE									
(9)						30 T&A CONTACT POINT									
(10)						AGENCY	STATE	TOWN	UNIT	TIMEKPR.					

31 TOUR OF DUTY (Hours Per Day)													
1ST WEEK							2ND WEEK						
SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED	THURS	FRI	SAT
32 AUDIT FOR LEAVE			BROUGHT FORWARD		EARNED		USED		BALANCE OR TOTAL		B LEAVE YEAR		
A T Y P E  L E A V E	Restored Annual										C LEAVE CATEGORY		
	Annual										D SERVICE COMPUTATION DATE		
	Sick										E EOD (If in year of Audit)		
	AWOP												
	Comp		(1)									RATE	
(2)											RATE		
(3)												RATE	

33 APPROVAL										<b>FOR NFC USE ONLY</b>			
AUTHORIZED OFFICIAL'S SIGNATURE AND TITLE										DATE		INITIALS AND DATE	

## INSTRUCTIONS

- 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 is to be made.
- Block 12 – Enter the date the employee was rehired, if previously separated.
- Block 13 – Enter the total hours to be paid.
- Block 14 – Enter the date the employee was rehired, if previously separated.
- Block 15 – Enter the date the employee was rehired, if previously separated.
- Block 16 – Enter the date the employee was rehired, if previously separated.
- Block 17 – Enter the date the employee was rehired, if previously separated.
- Block 18 – Enter the date the employee was rehired, if previously separated.
- Block 19 – Enter the date the employee was rehired, if previously separated.
- Block 20 – Enter the date the employee was rehired, if previously separated.
- Block 21 – Enter the date the employee was rehired, if previously separated.
- Block 22 – Enter the date the employee was rehired, if previously separated.
- Block 23 – Enter the date the employee was rehired, if previously separated.
- 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 –
- Block 31 – a. Enter amount of leave brought forward, earned, used, and balance or total on hand for each type leave (restored annual, annual, sick, AWOP, and comp). Enter the rate used to compute comp  
b. time.  
c. Enter leave year being audited.  
d. Enter employee's leave category.  
e. Enter employee's service computation date.  
Enter date employee entered on duty only if date
- Block 32 – Enter signature and title of agency official authorized to approve payment, and the date the form is prepared.