

090727  
RESTRICTED — Not to be released outside the General Accounting Office except on the basis of specific approval by the Office of Congressional Relations



COMPTROLLER GENERAL OF THE UNITED STATES  
WASHINGTON, D.C. 20548

26813

RELEASED

72-0513

FEB 1 1972

3

B-167322

2 addressees

C1 Dear Mr. Bolling:

see ~~ref~~ doc. attached

Your letter of November 1, 1971, to Mr. Richard Draper, Civil Service Representative, concerning alleged alteration to a payroll document affecting the pay of some General Services Administration (GSA) employees, has been referred to the General Accounting Office for direct reply to you.

GSA instructions provide that, in the event of overtime employment by employees who are paid from the Buildings Management Fund, form 544 (Request, Authorization, and Report of Overtime), be prepared in triplicate by the GSA official requesting authorization for overtime work and be submitted to the head of the appropriate GSA service or staff office, or his designee, for advance approval. The approved original is to be sent to the Employee Accounts Branch to be associated with the time and attendance record which is the basic document for computing employees' pay.

Form 544, referred to in the letter, authorized 8 hours' overtime to be performed during the third-shift tour on both January 7 and 8, 1971, at the Federal Building, 2306 East Bannister Road, Kansas City, Missouri.

According to the official time and attendance records, on January 7, 1971, R. C. Jones and Earl Allen worked overtime from 12 p.m. to 4 a.m. and from 4 a.m. to 8 a.m., respectively. On January 8, 1971, Young Taylor and Mr. Allen worked overtime from 12 p.m. to 4 a.m. and from 4 a.m. to 8 a.m., respectively. The information recorded on the back of form 544 showed that Messrs. Allen and Jones had worked overtime periods on both dates. After the error was disclosed, the original and one copy of form 544 were corrected to record that Mr. Taylor instead of Mr. Jones had worked overtime on January 8, 1971. The correction on the original form was initialed by the timekeeper.

According to a GSA official, it subsequently was realized that the overtime on both January 7 and 8, 1971, was performed at 1500 East Bannister Road, Kansas City, instead of at

904249

090727

B-167322

2306 East Bannister Road. The originator's copy of form 544 was corrected to show the location where the overtime actually had been performed, but the original filed in the Employee Accounts Branch was not corrected because the change did not affect the computation of pay.

We did not find any evidence that the changes made to the form had been made for reasons other than to correct erroneous information and to record what actually had occurred. All changes affecting pay were made on the original form 544 filed in the Employee Accounts Branch files but not on all copies of the form.

We did not find any evidence to substantiate the allegation that a payroll form had been altered improperly, which would warrant an assessment of criminal penalties.

On the basis of Mr. David M. Hendricks' letter to us dated June 6, 1971, we examined into the GSA procedures and found that under the procedures some scheduled tours of duty overlapped between two administrative work weeks, which could affect the computation for overtime work. Some GSA employees had filed claims because they questioned the computation of compensation for overtime work performed. GSA officials reviewed the claims, and in some instances adjustments were made in favor of the employees. Also GSA revised its procedures to preclude similar questions in the future.

We did not issue a report in response to Mr. Hendricks' letter because the matter had been discussed orally with him. We took no further action after receipt of his letter of June 20, 1971, because no new or additional substantive data had been provided that had not already been considered. We

B-167322

believed that signed statements by the complainants were not necessary because, in our opinion, the statements would serve no useful purpose.

Sincerely yours,



Comptroller General  
of the United States

The Honorable Richard Bolling  
House of Representatives