

# Instructions for Completion of Form SSA-4514

## Heading

Enter official name of agency, State, and the last day of the quarter for which you are reporting (e.g., March 31, YYYY, June 30, YYYY, etc.)

**Note: Do not include non-Federal hours, compensatory time worked or compensatory leave used within any category of this report.**

## Column Entries

Column A, On Duty Hours (excluding OT) – This column should reflect hours worked during the report period by all personnel engaged in the SSA disability program. Do not include hours for overtime, holidays observed by the State agency, sick, annual, or other paid or unpaid leave.

Column B, Holiday and Leave Hours – This column should reflect hours for holidays observed by the State agency, sick, annual, or other paid leave. The entries should include the proportionate share of the agency who worked part-time on the SSA disability program.

Column C, Total Hours (excluding OT) – Calculation (sum of columns A and B).

Column D, Overtime Hours – This column should reflect overtime hours worked during the report period by all personnel engaged in the SSA disability program.

Column E, Total Hours – Calculation (sum of columns C and D).

Column F, Total FTEs – Calculation (sum of column C divided by 520 hours—plus—column D divided by 438.75 hours).

## Line Entries

Line 1, Total Full-Time Personnel – Calculation (sum of 1a through 1l).

Lines 1 (a thru l) – Complete columns A, B, and D for each full-time position listed.

Line 2, Total Part-Time Personnel – Calculation (sum of 2a through 2l).

Lines 2 (a thru l) – Complete columns A, B, and D for each part-time position listed.

Line 3, Total Temporary Personnel – Calculation (sum of 3a and 3b).

Lines 3 (a and b) – Enter total hours charged to temporary personnel (full-time and part-time) working on the SSA disability program as appropriate for columns A, B, and D. This category should reflect DDS personnel hired into temporary positions. Do not include acquisition of contract services (e.g., Kelly Services, etc.).

Line 4, Total Direct Personnel Services – Calculation (sum of lines 1, 2, and 3).

Line 5, Total FTE (calculation) – Calculation (divides the sum of columns A and C by 520 hours to compute regular FTE time and column D by 438.75 to compute FTE overtime).

Remarks – Explain any unusual situations (e.g., non-federal time, leave without pay, extended sick leave, military leave, hours spent attending conferences, etc.) or any other comments necessary to clarify the report.

Signature/Title/Date – Self-explanatory

## Paperwork Reduction Act Statements

*see revised PRA, Attached*  
~~This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You are not required to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take you about 90 minutes to read the instructions, gather the necessary facts, and answer the questions.~~

***The following revised PRA Statement will be inserted into the form at its next scheduled reprinting:***

**Paperwork Reduction Act Statement** - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 90 minutes to read the instructions, gather the facts, and answer the questions. *You may send comments on our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.*