

INSTRUCTIONS

1. Prepare this form in triplicate and submit all copies to the purser at the end of the pay period.
2. Complete all applicable blocks on the form.
3. Use duty codes only, except as required under duty codes 21 and 22 and Item 6, below.
4. Enter working hours only.
5. Indicate minimums (Min); e.g., call backs, etc.
6. Duties performed not of routine nature, or duties and pay which are not self evident under the standard duty codes should be clarified under Remarks.
7. Any additional compensation such as for non-watchstanding officers, day work assigned to watchstanders, daily auto alarm tests, radio station tests and radio station tests at sea, hazard pay, etc., shall be reflected under duty code 22.
8. Any change to port and/or sea duty hours within a pay period shall be indicated with applicable date of change.
9. If two different rates of pay apply to one account, each rate and the applicable hours shall be identified by using the blank spaces provided for this purpose. If more than two rates apply to one account, the unused account blocks may be changed accordingly.