



# EXTRA TIME REPORTING FORM

Extra Time **MUST BE TURNED IN EVERY WEEK**

**DIRECTION:** This form is to be completed by the employee and signed by both employee and their supervisor. Forward original form to Human Resources Team, MS 33-157. Budget coding is required. Incomplete or erroneous data may cause payment to be delayed.

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE ID NUMBER: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

REASON: \_\_\_\_\_  Certificated  Classified

**SUMMARY OF TIME WORKED:** *(This section must be filled out by the employee or supervisor)*

Enter Attendance Type from second page. Please use one line per day.

**NOTE: BUDGET CODING IS REQUIRED.** Funding authority approval must be obtained.

ATTENDANCE TYPE	MM/DD/YY	TOTAL HOURS	HOURLY RATE		COST CENTER	COMMITMENT ITEM
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			

Total:

**VERIFICATION OF TIME WORKED:**

I verify that the above hours are accurate.

**FUNDING/RATE AUTHORIZATION**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Funding Authority Signature (If required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Manager/Dept.Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Compensation Analyst Signature (If required)

\_\_\_\_\_  
Date

## PROCESSINGS REQUIREMENTS

Extra Time is paid once a month. Forms must be completed weekly and received by the Human Resource Team by the payroll close each month in order to be paid on the monthly payroll. Forms received after the cutoff will be paid in the subsequent month. Invalid coding or lack of budget presence and late submission may also delay payment. Budget coding is required on all forms. Please ensure that the forms are complete, including required signatures.

### ATTENDANCE TYPES

#### Classified Staff:

Use one or more of the following attendance types for reporting extra time:

##### Code

2202	Classified extra time (less than 40 in a work week, 1.0)
2206	Double Time (Custodians 2.0)
2207	Call Back Pay (Custodians 1.0)
2200	Classified Overtime (hours worked in excess of 40 hours in a week or 8 hours in a day depending on bargaining agreement, 1.5)
2222	Classified Negotiated Days 1.0 (Commitment Item 3031)
2320	Classified Summer School 1.0

#### Certificated Staff:

Use one or more of the following attendance types for reporting extra time:

##### Code

2210	Certificated Workshop. set rates
2211	Certificated Extra Time (1.0). per diem
2220	Certificated Negotiated Days
2230	Certificated Home Instruction
2325	Certificated Summer School

### INSTRUCTIONS

#### Employee Data (who to pay)

- Employee Name List the employee's full name
- Employee ID Number List the employee's identification number as shown on the pay stub
- Work Location The school, program or building where the employee worked
- Job Title The position of the employee
- Certificated or Classified Check the appropriate box
- Reason Explain why the overtime was worked

#### Payroll Data (what to pay)

- Attendance Type See Attendance Type codes Above
- MO DY YR Enter the month, day and calendar year
- Total Hours Enter the total hours worked
- HR RATE Fill in the appropriate rate or call your Human Resource Team

#### Budget Coding (Where to charge the expense, refer to your budget & accounting reports)

- Cost Center 10 digits
- Commitment Item 4 digits

#### Authorization to Pay (signatures needed to pay)

- Employee sign and date the form
- Supervisor authorize, sign and date the form
- Keep a copy for your files and submit the original to the Human Resource Team, MS 33-157 or forward the form to a funding authority, if applicable