

# EXTRA PAY REQUEST FORMS

Submit extra time as it is worked. **Extra pays should be turned in within 60 days of time worked.** Do not wait to submit it all at the end of the school year. Incomplete forms will be returned to originator and payment may be delayed 1 month.

## 1. Examples of When to Use Extra Pay Request Forms

### Group Pay Roster for Certificated or Classified employees:

- For meetings, classes, or activities when the pay is charged to a single account code
- Not for activity pay under SAAA contract or building activity/leadership allocation

### Certificated Employee Extra Pay Request Form:

- Classroom coverage paid at Certificated Per Diem
- Meetings, tutoring, athletics, professional development, overload, etc.  
(any work that is beyond an employee's normal workday or contract)

### Classified Employee Extra Pay Request Form:

- Meetings, athletics, evening activities  
(any work that is beyond an employee's normal workday or contract)

## 2. How to Process Extra Pay Request Forms

- Enter information on hard copy or electronically with signed hard copy sent in
- Enter hours for actual date worked including month, day, and year  
*A complete actual date is required for retirement purposes.*
- Time period covered is the calendar month (1 – 31<sup>st</sup>).
- Describe work performed (e.g. Office, playground, paperwork, athletic event – *be sure to include job performed at athletic event*)
- Check correct box to indicate payment method
  - Classified: hourly or “other pay” using only a board approved rate  
For “other pay”, enter the rate in “other pay” and payroll will verify
  - Certificated: Cert hourly for non-student contact rate; Cert Instructional for student contact rate; Cert Per Diem for class coverage; or “other pay” board approved rate only  
For “other pay”, enter the rate in “other pay” and payroll will verify
  - Overtime rates are calculated by payroll based on FLSA (Fair Labor Standards Act)
- Enter complete budget codes for each activity
- ***Employee and Administrator signatures need to be in ink, NO SIGNATURE STAMP.***
- ***All pay documents must be completed and signed in black or blue ink.***
- ***Extra pay forms requiring budget approval from Voc Ed, Student Services, or Instruction, should be routed directly to those departments. The approving budget administrator will sign and forward to payroll. Please allow adequate time to meet the due date for extra pays.***

## 3. When and Where to Submit Extra Pay Request Forms

- Submit Extra Pay Forms to the department whose budget funds the activity. The appropriate administrator will sign and forward to Payroll.
- Extra pay forms funded by a building budget and signed by the Principal go directly to Payroll.
- All extra pay requests covering the time period from the 1<sup>st</sup> through the 31<sup>st</sup> will be paid on the following month's pay warrant if received in Payroll by the 5<sup>th</sup> of the month. Any arriving after the 5<sup>th</sup> will be paid the following month.
- SAAA and building activity contracts will be processed the same month if they arrive in HR by the 5<sup>th</sup> of the month.
- Overload pay will follow the same pay schedule as extra pay requests (due in Payroll by the 5<sup>th</sup>). Send to H/R by the 3<sup>rd</sup> day of the month.

***NO WHITE OUT OR PENCIL. COMPLETE IN BLUE OR BLACK INK!***