NORTHWEST INDEPENDENT SCHOOL DISTRICT
Teamwork | Pride | Excellence

EXTRA DUTY/OVERTIME TIME SHEET

All extra duty time should be claimed and paid each month. This time sheet is for permanent, full time employees who worked extra duty/overtime. PLEASE USE **BLUE** INK ONLY. This will help prevent duplicate submissions.

EMPLOYEE NAME: LAST NAME   FIRST NAME   **PERIOD COVERED:**

BUILDING/DEPARTMENT: **EXTRA DUTY POSITION:**

EMPLOYEE ID # (REQUIRED):   **DESCRIPTION OF WORK PERFORMED (PLEASE BE SPECIFIC):**

	DATE	TIME IN	LUNCH ✪ See below.			TIME OUT	HRS. PER DAY	HRS. PER WEEK
WEEK 1	SUN.		☐ 30	☐ 60	☐ NONE			
	MON.		☐ 30	☐ 60	☐ NONE			
	TUES.		☐ 30	☐ 60	☐ NONE			
	WED.		☐ 30	☐ 60	☐ NONE			
	THURS.		☐ 30	☐ 60	☐ NONE			
	FRI.		☐ 30	☐ 60	☐ NONE			
	SAT.		☐ 30	☐ 60	☐ NONE			
WEEK 2	SUN.		☐ 30	☐ 60	☐ NONE			
	MON.		☐ 30	☐ 60	☐ NONE			
	TUES.		☐ 30	☐ 60	☐ NONE			
	WED.		☐ 30	☐ 60	☐ NONE			
	THURS.		☐ 30	☐ 60	☐ NONE			
	FRI.		☐ 30	☐ 60	☐ NONE			
	SAT.		☐ 30	☐ 60	☐ NONE			
WEEK 3	SUN.		☐ 30	☐ 60	☐ NONE			
	MON.		☐ 30	☐ 60	☐ NONE			
	TUES.		☐ 30	☐ 60	☐ NONE			
	WED.		☐ 30	☐ 60	☐ NONE			
	THURS.		☐ 30	☐ 60	☐ NONE			
	FRI.		☐ 30	☐ 60	☐ NONE			
	SAT.		☐ 30	☐ 60	☐ NONE			
WEEK 4	SUN.		☐ 30	☐ 60	☐ NONE			
	MON.		☐ 30	☐ 60	☐ NONE			
	TUES.		☐ 30	☐ 60	☐ NONE			
	WED.		☐ 30	☐ 60	☐ NONE			
	THURS.		☐ 30	☐ 60	☐ NONE			
	FRI.		☐ 30	☐ 60	☐ NONE			
	SAT.		☐ 30	☐ 60	☐ NONE			
WEEK 5	SUN.		☐ 30	☐ 60	☐ NONE			
	MON.		☐ 30	☐ 60	☐ NONE			
	TUES.		☐ 30	☐ 60	☐ NONE			
	WED.		☐ 30	☐ 60	☐ NONE			
	THURS.		☐ 30	☐ 60	☐ NONE			
	FRI.		☐ 30	☐ 60	☐ NONE			
	SAT.		☐ 30	☐ 60	☐ NONE			

✪ A 30 MINUTE LUNCH WILL AUTOMATICALLY BE DEDUCTED AFTER 6 HRS. OF WORK IF NO SELECTION IS MADE.

TOTAL HOURS   **X**   RATE OF PAY   **=**   TOTAL AMT. EARNED

All employees must have their Supervisor and Director sign their time sheet.

Budget Code is **required** and must be entered BEFORE submitting to the Payroll Office.

Employee Signature: _____

Supervisor Signature: _____ DATE

Director Signature: _____ DATE

DATE

BUDGET CODE

Total Amount Earned: _____

REVISED 07/2022

INSTRUCTIONS FOR EXTRA DUTY/OVERTIME TIME SHEET

The Extra Duty/Overtime Time Sheet is to be used to request payment of extra duty time worked by professional employees and overtime or extra duty worked by paraprofessional employees.

A Professional Employee is defined as a teacher, counselor, nurse, administrator, or librarian.

A Paraprofessional Employee is defined as office managers, secretaries, aids, maintenance crew, computer technicians, and anyone who is paid hourly and/or their function is clerical.

Only permanent, full time employees use this form to report extra duty/overtime. Substitutes, Temporary Employees & Seasonal Employees report time on other forms. This form must be submitted on white paper and must be filled out in **blue** ink only. **Submit only originals for payment. No photocopies will be processed for payment, as original signatures are required.**

All blanks must be filled in completely:

Employee name. Please use your full, legal name, the name you have on file with NISD.

Period covered is the time sheet period, found on the Monthly Payroll Schedule (see bottom right corner), during which the work was completed (Ex. 7/28/2019-8/24/2019).

Extra Duty Position is the job position the employee worked for Extra Duty/Overtime.

Employee ID # is the 6 digit number issued by Human Resources. It is very important, as some people have the same or similar names. Social Security numbers will not be accepted.

Description of work performed is a description of the exact work the employee performed.

Dates should be entered according to the pay period schedule; not all months will have a 5th week. Please do not include multiple pay periods on one time sheet.

Recording Actual Time Worked. Please record the actual time worked on each day worked. If lunch is taken, please mark the appropriate box for the amount of time taken for lunch.
NOTE: A 30 minute lunch will automatically be deducted after 6 hours of work if no selection is made.

Hours Per Day is the total # of hours worked that day. Be sure to account for lunch taken when totaling hours worked.

Hours Per Week is the total # of hours worked that week. Be sure to account for lunch taken when totaling hours worked.

Total Hours is the total # of hours worked for the entirety of the pay period.

Rate of pay is required on all time sheets. It must be determined before submitting time sheet. Payroll **does not** determine the rate of pay. The rate of pay should be decided prior to the employee performing the work.

Total Amount must be figured before submitting time sheet.

Budget code is required on all time sheets. It must be determined before submitting the time sheet. Payroll **does not** determine the code and is not responsible for deciding what code should be used. Appropriate budget codes should be decided prior to the employee performing the work.

Supervisor AND Director signatures are required for all time sheets. **No initials**, only full signature accepted.

NOTES:

***When recording your time, please refer to minutes in quarters of an hour, for example:

1 hr. & 15 min.	= 1.25 or 1-1/4 hours
1 hr. & 30 min.	= 1.5 or 1-1/2 hours
1 hr. & 45 min.	= 1.75 or 1-3/4 hours

***The Budget Code for Extra Duty Pay for Professional work should have an Account Code that begins with 6117.

***The Budget Code for Extra Duty/Overtime Pay for Paraprofessional work should have an Account Code that begins with 6121.

***Please keep in mind, a new employee cannot be paid on an Extra Duty/Overtime Time Sheet until on or after their start date. Those employees that are new hires who work before their start date must be paid as a Temporary Worker and, as such, go through the Temporary Worker set-up process (on page VI-27).

Northwest ISD 2022-2023 Monthly Payroll Schedule

THIS SCHEDULE IS USED FOR EXTRA DUTY, TEMPORARY, SUBSTITUTE PAY AND PROCESSING LEAVE ONLY

FULL-TIME SALARIES ARE ANNUALIZED AND PAID OVER 12 MONTHS, ACCORDING TO PAY CYCLE

TIMESHEET PERIOD	TIMESHEET DUE DATE	CHECK DATE	FISCAL YEAR PAY RUN
5/29/2022 - 6/25/2022	6/28/2022	7/25/2022	23B
6/26/2022 - 7/30/2022	8/2/2022	8/25/2022	23D
7/31/2022 - 8/27/2022	8/30/2022	9/23/2022	23F
8/28/2022 - 9/24/2022	9/27/2022	10/25/2022	23H
9/25/2022 - 10/29/2022	11/1/2022	11/22/2022	23J
10/30/2022 - 11/26/2022	11/29/2022	12/16/2022	23L
11/27/2022 - 12/31/2022	1/3/2023	1/25/2023	23N
1/1/2023 - 1/28/2023	1/31/2023	2/24/2023	23P
1/29/2023 - 2/25/2023	2/28/2023	3/24/2023	23R
2/26/2023 - 3/25/2023	3/28/2023	4/25/2023	23T
3/26/2023 - 4/29/2023	5/2/2023	5/25/2023	23V
4/30/2023 - 5/27/2023	5/30/2023	6/23/2023	23X

UPDATE YOUR ADDRESS AND DIRECT DEPOSIT CHANGES ONLINE
ROUTING AND ACCOUNT NUMBER CHANGES CAN BE MADE IN THE EAC > DEDUCTIONS AND BENEFITS > EF
ADDRESS CHANGES CAN BE MADE IN THE EAC > DEMOGRAPHIC INFO

TRS & TRS INS ARE YOUR MANDATORY DEDUCTIONS FOR THE TEACHER'S RETIREMENT SYSTEM (TAKEN IN PLACE OF SOCIAL SECURITY, OR FICA) AND ARE DEDUCTED AT 8.0% AND .65%, RESPECTIVELY AND ARE SUBJECT TO CHANGE. FURTHER INFORMATION CAN BE FOUND AT WWW.TRS.TEXAS.GOV

AND TEMPORARY EMPLOYEES WORKING IN A NON-TRS POSITION PAY 6.2% TO A 457 FICA ALTERNATIVE PL

MEDICARE IS DEDUCTED AT 1.45% FOR ALL EMPLOYEES.

FEDERAL INCOME TAX IS DEDUCTED ACCORDING TO THE W-4 YOU COMPLETE
AND CAN BE CHANGED IN THE EAC > TAX INFORMATION