

TO: All Staff Responsible for Payroll for Additional Work Assignments

FROM: Donna Foster, Director of Employment

SUBJECT: Completion of Payroll Form for Additional Work Assignments / Extra Duty

Due to the large volume of payroll forms for additional work assignments which are being turned in with incorrect or omitted information, the following guidelines are provided:

- All forms must have the employee's 5-digit employee number on them.
- ORG, object and project codes must be included. If you do not know the correct codes, please call.
- The object code 0180 (stipend) **is not to be used**. The state has eliminated it from the statewide chart of accounts.
- The object code for **Other Certified Pay** is **0113**. You will use this object code for any certified employee who is to be paid for additional work such as Saturday school, detention, ESS, etc.
- The object code for **Other Classified Pay** is **0131**. Use this code for any additional pay beyond the classified employee's contract unless the additional pay is for overtime work. The object code for overtime is 0140.
- The rate of pay (indicate if overtime rate), amount, and total must be completed.
- Form must be signed by the employee and supervisor.
- Send the original forms to Donna Foster for processing. Please do not fax the form. We do not pay from faxed copies.