

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):					
<input checked="" type="checkbox"/>	DATE	TIME IN	LUNCH ☉ See below.			TIME OUT	HRS. PER DAY
WEEK 1	SUN.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	MON.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	TUES.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	WED.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	THURS.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	FRI.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	SAT.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
WEEK 2	SUN.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	MON.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	TUES.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	WED.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	THURS.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	FRI.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	SAT.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
WEEK 3	SUN.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	MON.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	TUES.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	WED.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	THURS.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	FRI.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	SAT.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
WEEK 4	SUN.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	MON.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	TUES.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	WED.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	THURS.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	FRI.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	SAT.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
WEEK 5	SUN.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	MON.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	TUES.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	WED.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	THURS.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	FRI.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> NONE		
	SAT.		<input type="checkbox"/> 30	<input type="checkbox"/> 60	<input type="checkbox"/> 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: _____ DATE _____
 Supervisor Signature: _____ DATE _____
 Director Signature: _____ DATE _____

BUDGET CODE

Total Amount Earned:

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 2023 - 2024 Monthly Payroll Schedule

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

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

<u>TIMESHEET PERIOD</u>	<u>TIMESHEET DUE DATE</u>	<u>CHECK DATE</u>	<u>FISCAL YEAR PAY RUN</u>
05/28/2023 - 06/24/2023	06/27/2023	07/25/2023	24B
06/25/2023 - 07/29/2023	08/01/2023	08/25/2023	24D
07/30/2023 - 08/26/2023	08/29/2023	09/25/2023	24F
08/27/2023 - 09/23/2023	09/26/2023	10/25/2023	24H
09/24/2023 - 10/28/2023	10/31/2023	11/21/2023	24J
10/29/2023 - 11/25/2023	11/28/2023	12/21/2023	24L
11/26/2023 - 12/30/2023	01/09/2024	01/25/2024	24N
12/31/2023 - 01/27/2024	01/30/2024	02/23/2024	24P
01/28/2024 - 02/24/2024	02/27/2024	03/25/2024	24R
02/25/2024 - 03/30/2024	04/01/2024	04/25/2024	24T
03/31/2024 - 04/27/2024	04/30/2024	05/24/2024	24V
04/28/2024 - 05/25/2024	05/28/2024	06/25/2024	24X

UPDATE YOUR ADDRESS AND DIRECT DEPOSIT CHANGES ONLINE

ROUTING AND ACCOUNT NUMBER CHANGES CAN BE MADE IN THE EAC > DEDUCTIONS AND BENEFITS > EFT
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

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

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