Waco ISD Extra Duty Request Guidelines and Procedures
2021-2022

Please read and follow guidelines. Ask any questions you may have.

Extra Duty Request Form:

- You MUST have an Extra Duty Request (EDR) form approved prior to working.
- Read the job description, date(s) and time(s) very carefully on the EDR.
- Work only the specific hours allowed on EDR
- You MUST stay within the approved time. Clock in/out no more than 5 minutes before and 5 minutes after approved time.
- If no student arrives for tutoring after 10 minutes you MUST clock out.
- You will only be paid for the time you are serving students/tutoring.

Clocking In/Out

You must clock in and out daily in order to be paid.
You will be provided with a "function code" to enter on the time clock
Do not clock in/out more than 5 minutes before and after approved time.
Use either time clocking in/out preference.

- **Clock In:**

Press "F3"
Enter Employee ID #
Press "Enter"
Enter Function Code from approved EDR
Press "Enter"
Green Check mark will appear

- **Clock out**

Press "OUT"
Enter Employee ID #
Press "Enter"
Green Check mark will appear

- **Clock In:**

Log into TEAMS (Frontline)
Click on Circle next to arrows on top right hand corner.
Enter Function Code from approved EDR
Enter Location ID #_____
SUBMIT

- **Clock out:**

Repeat above steps

Tutoring Documentation:

- Each week you will turn in (required by TEA).
- The times need to be sequential in far left column
    - This is what took place, not the planned schedule.
- Each student must initial daily when he/she arrives.
    - If the student is absent, tutor writes "A" for that day
- A specific focus/skill of the day must be recorded
    - If the skill is the same you may put " " marks in the box
- o   the bottom of the page(s) of the tutoring sheet
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