

## EXTRA DUTY/OVERTIME TIME SHEET

All extra duty time should be submitted according to the Monthly Payroll Schedule as work is performed. 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

HR APPROVED 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

BUDGET CODE

Supervisor Signature: \_\_\_\_\_

DATE

Director Signature: \_\_\_\_\_

DATE

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 5<sup>th</sup> 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 confirmed with HR 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 with confirmation from HR.

**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 2024 - 2025 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\*\*

TIMESHEET PERIOD	TIMESHEET, FINAL		CHECK DATE	FISCAL YEAR PAY RUN
	RECONCILE and TCP	SIGNATURE AND DATE		
05/26/2024 - 06/22/2024	06/25/2024		07/25/2024	25B
06/23/2024 - 07/27/2024	07/30/2024		08/23/2024	25D
07/28/2024 - 08/24/2024	08/27/2024		09/25/2024	25F
08/25/2024 - 09/28/2024	10/01/2024		10/25/2024	25H
09/29/2024 - 10/26/2024	10/29/2024		11/25/2024	25J
10/27/2024 - 11/30/2024	12/03/2024		12/19/2024	25L
12/01/2024 - 12/28/2024	01/07/2025		01/24/2025	25N
12/29/2024 - 01/25/2025	01/28/2025		02/25/2025	25P
01/26/2025 - 02/22/2025	02/25/2025		03/25/2025	25R
02/23/2025 - 03/29/2025	04/01/2025		04/25/2025	25T
03/30/2025 - 04/26/2025	04/29/2025		05/23/2025	25V
04/27/2025 - 05/24/2025	05/27/2025		06/25/2025	25X

\*\*\*UPDATE YOUR ADDRESS AND DIRECT DEPOSIT CHANGES ONLINE\*\*\*

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

ADDRESS CHANGES CAN BE MADE IN THE EAC > PERSONAL INFORMATION > DEMOGRAPHIC INFO

TRS & MEMBER CARE ARE YOUR MANDATORY DEDUCTIONS FOR THE TEACHER'S RETIREMENT SYSTEM (TAKEN IN PLACE OF SOCIAL SECURITY, OR FICA) AND ARE DEDUCTED AT 8.25% 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 > SALARY AND BENEFITS > TAX INFORMATION