Extra Duty Process

Steps to Follow to Request Extra Duty

Step 1: When a supervisor feels there is a need for Extra Duty at their campus or location, the first step is to contact their Department Head to discuss the need for Extra Duty and to get their approval. If approved, the Supervisor (or their Program Requester) will fill out the Extra Duty Approval Form and send it to the Department Head for their signature.

Step 2: Once the Department Head approves the new Extra Duty Assignment, they will send the Extra Duty Approval Request Form to the HR Department.

Step 3: Once HR has everything completed and agreed upon, they will pass the Extra Duty Request form along with the pay scale to:

Business/Finance Department:

- Tonya Stelly if the account number starts with 199 (General funds)
- Vera Davis for any account number outside of 200 associated with Grants.

Step 4: Tonya Stelly or Vera Davis will then pass the form to Jillian Gohlke for her to enter the function code.

Step 5: Jillian Gohlke will send the completed Extra Duty Request Form to Payroll and the Original Program Requester.

Step 6: Now that the Extra Duty Request form has gone through the appropriate channels, the Original Program Requester can assign employees to the Extra Duty Assignment and enter the time into the Payroll system using the information given on the approved form.

Please note; if the Program Requester does not get the Extra Duty time into the payroll system before the Pay Period End Date, the pay for that Extra Duty will go on the employee's next pay check. **Payroll deadlines must be met to determine when the pay will be processed.**

Also note; if the Program Requester passes this responsibility off to a timekeeper, they must inform the timekeeper of these procedures to ensure there is no delay in the process.