



## 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 2025 - 2026 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 RECONCILE and TCP SIGNATURE DATE	CHECK DATE	FISCAL YEAR PAY RUN
5/25/2025 - 6/28/2025	7/8/2025	7/25/2025	26B
6/29/2025 - 7/26/2025	7/29/2025	8/25/2025	26D
7/27/2025 - 8/23/2025	8/26/2025	9/25/2025	26F
8/24/2025 - 9/27/2025	9/30/2025	10/24/2025	26H
9/28/2025 - 10/25/2025	10/28/2025	11/25/2025	26J
10/26/2025 - 11/29/2025	12/2/2025	12/18/2025	26L
11/30/2025 - 12/27/2025	1/6/2026	1/23/2026	26N
12/28/2025 - 01/24/2026	1/27/2026	2/25/2026	26P
1/25/2026 - 2/21/2026	2/24/2026	3/25/2026	26R
2/22/2026 - 3/28/2026	3/31/2026	4/24/2026	26T
3/29/2026 - 4/25/2026	4/28/2026	5/22/2026	26V
4/26/2026 - 5/23/2026	5/26/2026	6/25/2026	26X

\*\*\*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