2025-2026
PAY REQUEST – EXTRA DUTY/OVER TIME

SCHOOL: _____

EMPLOYEE NAME (print): _____ EMP#: _____

EMPLOYEE POSITION: _____

This employee is a (please indicate one of the following): ☐ **CHEER-DANCE-PEP-SPONSOR**

☐ **Certified Employee** ☐ **Support Employee** (Extra-Duty Time Sheet for a support employee is required to be attached with this pay request.)

The above employee performed the following services related to this pay request (A detailed description of the work performed is required):

Additional pay is being requested for the following time worked outside of the employee's regular work schedule and this time does not overlap any other work for which the employee is already being paid:

Date	Time Period	Hours	Date	Time Period	Hours
ex: 4/30/2017	***3:15 pm – 4:15 pm***	***1.00***			

Calculation of Employee Pay				**Total Hours Worked Above: (A)**	
(1)Extra Duty Hours Equals (A) minus (2) below		X Extra Duty at Regular Hourly Rate of Pay	$	= Reg Pay due Employee	$
(2)Overtime Hours* # Hours over 40 (exclude from hours in (1) above)		X Extra Duty at OT Rate of Pay*(1.5 x regular hourly rate of pay)	$	= OT Pay due Employee	$
TOTAL HOURS (1) + (2) = (A)		**TOTAL (GROSS) PAY DUE TO EMPLOYEE:**			**$**

*Overtime (OT) applies to calculation of Support Employee pay only. (Contact the Payroll Office for Support Employee pay rates.)

The signatures below certify the above is a true account of the extra hours actively worked by the employee during the time periods indicated. Penalties for false statements shall be as provided by law. Unless otherwise noted, payment for these extra hours worked will be made from school funds.

Employee Signature Date

Principal/Supervisor Signature Date

School Payment Amount:		
GROSS Pay Due to Employee Above		$
Add: Employer Medicare	1.45%	$
Add the rate for the employee's plan:		
☐ Teachers Retirement	**20.95%**	$
☐ Sch. Emp. Retirement	**22.00%**	$
☐ Deferred Comp (457)	0.0%	$
TOTAL PAYMENT TO OPSB		$