Supervisory Union & School District
LAMOILLE NORTH
Equity, Access, and Opportunity

96 Cricket Hill Road · Hyde Park, VT 05655-9106 · 802-851-1160 · Fax 802-851-1563

Support Staff New Duty (Existing Employees)

Employee Name: _____ **School:** _____

****Form must be received by HR for initial set-up.**

**********************Option 1 Extra Duty (Outside Contracted Hours Initial Set-Up):**********************

If the employee's extra duty is being paid on an hourly basis, hours must be posted in TimeClock.

Ex: Training Outside Contracted Hours, Committees, Coaching, Clubs, etc.

*Group (If Applicable) #: _____ +TimeClock Job Code (If Applicable): _____ Dept Code: _____

Rate (Hourly or Lump Sum): _____ Dates of Service: _____

Description of Work: _____

Payment Options:

- ◯ +Posted in TimeClock with Note
- ◯ *End of Service: _____ (Date)
- ◯ *Divided Equally Between Remaining Pays/Beginning Pay Period Number: _____
- ◯ *Divided by ◯ 2 or ◯ 4 Equal Payments: _____ (Pay Periods/Example: 13 and 25)

************************************Option 2 Substitute (Initial Set-Up):***********************************

Ex: Employee Substituting for Classroom Teacher

Rate (Employee's regular rate or sub rate, whichever is higher.): _____ Effective Date: _____

************************************Option 3 Premium Pay (Initial Set-Up):***********************************

Premium Pay ☐ Yes Student ID(s): _____ Effective Date: _____

Source of Payment and Signatures:

GL Code(s): _____

_____

Grant and Strategy (If Applicable):

_____

◯ Initial Set-Up or ◯ Payment for Services Rendered (Pick One)

Employee Signature: _____ Date: _____

Principal/Administrator Signature: _____ Date: _____

HR: _____ Finance: _____