



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 or Behavior Interventionist

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 only needed for option 1 if not posted in Time Clock.****

Employee Signature: _____ Date: _____

Principal/Administrator Signature: _____ Date: _____

HR: _____ Finance: _____