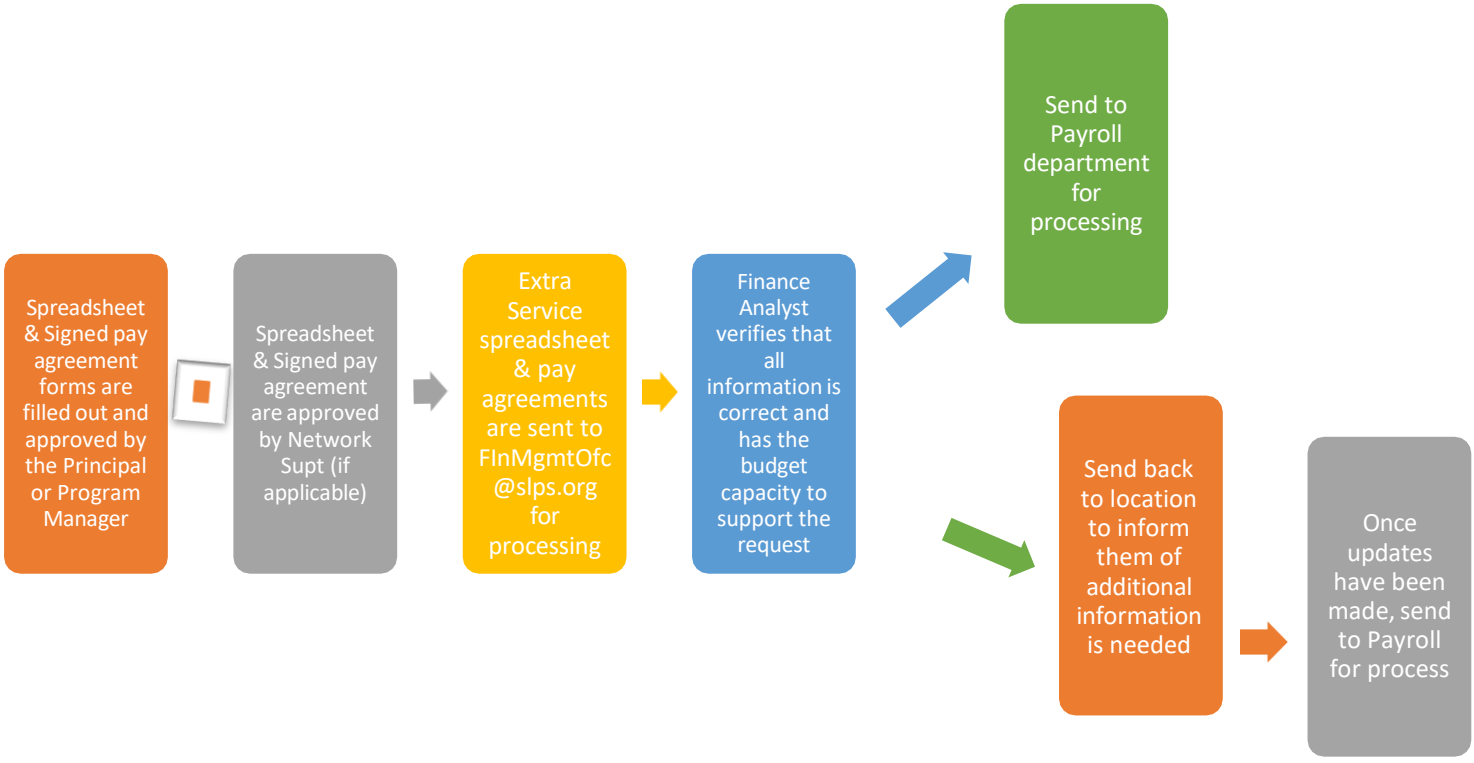
Extra Service Approval Process

Step 1: The school must complete an extra service spreadsheet and pay agreement with signatures and forward them to the Network Superintendent (NS) for additional approval.

Step 2: The Network Superintendent will review, approve, and sign the extra service pay agreements. Electronic approval is acceptable **for NS ONLY**. Both signatures (***Employee* and *Principal***) must be on the pay agreement when sent to the Financial Management Office.

Step 3: The spreadsheet and pay agreement are then forwarded to FinMgmtOfc@slps.org for processing. Your assigned Financial Analyst will review and if there is no additional information needed or errors, it will be advanced to the payroll dept for final approval. **Check budget for fund availability before submitting and make any budget transfers as necessary.**

Step 4: The payroll department approves and uploads the spreadsheet into SAP. Employees cannot be paid unless there is a record in SAP.

Step 5: Employees' extra service hours can now be entered into SAP by the timekeeper.

Extra Service Validation Process