



EXTRA TIME REPORTING
(ETR)

F02.00
Revised
JUN 1984
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PROCEDURE

Introduction

When it is necessary to report "overtime". The ETR form is used.

Identification

1. The Extra Time Reporting form is used to pay either certificated employees who work beyond certificated contract obligations or classified employees who work beyond the scheduled work day or work week. Extra time is work that cannot be performed by the department staff during normal working hours. The Extra Time Reporting form authorizes the additional expenditure of salary funds, records time worked, and is an order to payroll to pay an employee for services rendered. Any person named on the Extra Time Reporting form must be a current District employee.

The District employs individuals on a regular monthly basis to perform the normal functions required to accomplish the affairs of the District. Occasionally the need arises for work beyond that which is expected of the normal work day. The Extra Time Reporting form responds to the need to pay the employees who work for any of the following reasons:

- Works extra hours on their regular job.
- Attends a workshop.
- Completes negotiated extra days.
- Works overtime beyond a 40 hour week.
- Provides home instruction.
- Participates in summer school.
- Works in an additional assignment.

2. Responsibility

The ETR form is originated by the department or division requiring the service. The form is secured from payroll services. The department or division head must authorize the work to be done. The Personnel Department will determine the rate of pay for work performed in summer school or additional assignments.

Payroll services will process completed ETR forms for payment.

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Procedures

1. The employee should complete and sign the ETR form. His or her signature verifies that the type of work performed and the actual time reported as worked are correct.

2. The principal's or program manager's signature verifies that the employee worked as indicated. This signature also authorizes expenditures to be charged to the ARMS coding block indicated on the form. For summer school, additional assignments, or workshops not arranged by staff development, be sure to indicate the hourly rate of pay and the type of work or job title on the ETR form. Contact the Personnel Services Department for assistance in determining the proper rate of pay. If desired, retain a copy of the ETR form for department files.

3. Route the completed ETR form to the division head for approval.

4. Submit completed ETR form to Payroll Services for processing.

5. If a completed ETR form is received in Payroll Services by the 15th of the month, it will be processed for payment on the monthly payroll. If a completed ETR form is received in Payroll Services by the 6th of the month, it will be processed for payment on the mid-month payroll. Incomplete ETR forms will be returned to the originator.

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