

# EXTRA TIME REPORTING FORM

The  
Seattle Public  
Schools

**Extra Time MUST BE TURNED IN EVERY MONTH**

**DIRECTION:** This form is to be completed by the employee and signed by both employee and their supervisor. Forward original form to Payroll Services, Mail Stop AA-344. Fast Budget coding is required. Incomplete or erroneous data may cause payment to be delayed.

EMPLOYEE NAME: \_\_\_\_\_ SOC. SEC. NUMBER \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_ Certified/Classified

REASON: \_\_\_\_\_

**SUMMARY OF TIME WORKED:** (This section must be filled out by the employee or supervisor):

Enter Earnings Code from second page. Do not combine more than one calendar month on a summary line **NOTE: FAST BUDGET CODING IS REQUIRED.** Funding authority approval must be obtained.

E/C	MO	YR	TOTAL HRS	HR. RATE	FAST CDNG	FUND	COST CENTER	COMMITMENT ITEM
		01	.	\$   .				
FOR PAYROLL USE ONLY:								
PAY RUN ID: _____ ASSIGN: _____								

E/C	MO	YR	TOTAL HRS	HR. RATE	FAST CDNG	FUND	COST CENTER	COMMITMENT ITEM
		01	.	\$   .				
FOR PAYROLL USE ONLY:								
PAY RUN ID: _____ ASSIGN: _____								

E/C	MO	YR	TOTAL HRS	HR. RATE	FAST CDNG	FUND	COST CENTER	COMMITMENT ITEM
		01	.	\$   .				
FOR PAYROLL USE ONLY:								
PAY RUN ID: _____ ASSIGN: _____								

**DETAIL OF TIME WORKED**

Enter Earnings Code from second page

E/C	DATE	FROM	TO	HRS WKD.		E/C	DATE	FROM	TO	HRS WKD.

<b>SUBTOTAL HOURS:</b>		<b>TOTAL HOURS:</b>	
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**VERIFICATION OF TIME WORKED:** I verify that the above hours are accurate.

**FUNDING/RATE AUTHORIZATION**

Employee Signature _____	Date _____	Funding Authority Signature (If required) _____	Date _____
Supervisor/Manager/Dept.Head Signature _____	Date _____	Compensation Analyst Signature (If required) _____	Date _____

## PROCESSINGS REQUIREMENTS

Extra Time is paid once a month. Forms must be **received** in Payroll by the **10<sup>th</sup>** of the month in order to be paid on the monthly payroll. Forms received after the 10<sup>th</sup> will be paid on the next subsequent monthly payroll. Delays in submitting the forms will delay payment to the employee. Invalid coding or lack of budget presence may also delay payment. **FAST** coding is required on all forms.

Please ensure that the forms are complete, including required signatures.

## EARNINGS CODES

**Classified Staff:** Use one or more of the following earnings codes for reporting extra time:

### **E/C**

- 200 Classified overtime (hours worked in excess of 40 in a week, or 8 in a day depending on bargaining agreement, 1.5)
- 202 Classified extra time (less than 40 in a work week, 1.0)
- 206 Double Time (Custodians 2.0)
- 207 Call Back Pay (Custodians 1.0)
- 222 Classified Negotiated days 1.0
- 320 Classified Summer School 1.0

**Certificated Staff:** Use one or more of the following earnings codes for reporting extra time:

### **E/C**

- 210 Certificated Workshop – set rates
- 211 Certificated Extra Time (1.0) – per diem
- 220 Certificated Negotiated Days
- 230 Certificated Home Instruction
- 325 Certificated Summer School

## INSTRUCTIONS

The **Extra Time Reporting Form** is used to report **extra** or **overtime** hours worked. It is due in the Payroll Office by the 10<sup>th</sup> of each month. The following instructions are to be used for completing the time sheet. Complete these items regarding the employee and where he/she worked.

### Employee Data (who to pay)

- Employee Name List the employee's full name
- Social Security Number List the employee's nine digit social security number
- Work Location The school, program or building where the employee worked
- Job Title The position of the employee
- Certificated or Classified Check the appropriate box
- Reason Explain why the overtime was worked

### Payroll Data (what to pay)

- E/C Earnings code from the second page of the form
- MO YR Enter the month and calendar year
- Total Hours Enter the total hours worked
- HR RATE Fill in the appropriate rate or call the Payroll Office

### FAST Budget Coding

(Where to charge the expense, refer to your budget & accounting reports)

- Fund 4 digits
- Cost Center 10 digits
- Commitment Item 4 digits

### Detail of Time Worked (list each day worked by)

- (E/C) Earnings Code from the second page of the form
- Date Month/Day/Year
- From The time the employee began working
- To The time the employee finished working
- Hrs Wkd The total hours worked each day

Add the hours worked in the first column and enter the hours in **Subtotal Hours**. Report any additional hours worked in the second column and add this amount to the **Subtotal Hours** and report all hours worked in the **Total Hours**.

### Authorization to Pay (signatures needed to pay)

- Have the employee sign and date the form
- Have the supervisor authorize, sign and date the form
- Keep a copy for your files and submit the original to the Payroll Office, or forward the form to a funding authority, if applicable