

EXTRA PAY PROCEDURES

1. The secretary for the school/department should enter extra pay into the system using the correct information (Job #, Reason, Hours, rates of pay, complete charge off strips and run number) on screen H618 or H620. Job 01 should never be used at the school level.
2. Paperwork, with backup information, should be submitted to the proper project manager for approval. (Please ask project managers to forward approved copies to Payroll.)
3. Copies should be sent in with the payroll reports for double-checking job numbers, charge off strips, rates of pay and correctness.
4. Extra pay that cannot be entered by the secretary should be sent to the project manager for approval and then onto payroll for processing. For example: extra bus trips, homebound, overtime hours
5. Extra pay that is not entered in the system for the correct run or is not received by payroll by the cut off date (Payroll Run Dates) will not be paid until the following run.