

Extra Duty Request Form

Attached please find the “Beaumont ISD Extra Duty Request Form”. This form will be used going forward to set up and get approval for any Extra Duty Assignments.

An Extra Duty Request Form must be filled out and turned into HR for each type of duty you are assigning. So, if you have three (3) different types of duties under this new assignment, you will fill out three (3) different requests.

The top section of the form will be filled out by each requesting supervisor. The requesting supervisor will list duties for each position, whether the employee who is performing the work is exempt or non-exempt or if they are a substitute. And finally they will list their desired budget code, which will be approved by Finance.

Please Note: If the funds for this extra duty assignment will be from “grant” or “federal” funds, please note that on your request form.

Once the requester has the top section of the form filled out, they will send the form to Human Resources. Human Resources will review the information and will assign the “rate of pay” for each position.

Once Human Resources have completed their review and approval of the Extra Duty Assignment, they will hand the form off to Business/Finance. The Business/Finance Dept. will complete the rest of the form. This will entail setting up or approving the budget, assigning the function code and setting up all the required information in the payroll system.

Once Human Resources and the Business/Departments have completed the process, the approved form will be sent back to the requesting supervisor and a copy of the approved form will be given to the payroll department.

You may now assign employees to your extra duty. We will continue to use our current form, Extra Duty Pay Form, to list the employees with their assigned rates of pay and hours. That is the form that will go to payroll for entry into the payroll system. If there are any discrepancies on the form, payroll will contact the Time Approver to ensure the information is corrected and once that is done, the pay will be entered on the upcoming payroll.

Beaumont ISD Extra Duty Request Form

Extra Duty Name: _____

Duties: _____

Start Date: _____

End Date: _____

Used By: (Only one type position per form)

- Employees
- Exempt
- Non-Exempt
- Substitutes

Budget Code:

Fund	Func	Obj	Sub	Org	PIC	BMgr	Proj

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Function ID: _____

Activity Type:

- Organizational _____
- District

Pay Rate Basis: (select one)

- | | |
|---|--|
| <input type="checkbox"/> Flat Amount - Supplemental | <input type="checkbox"/> Include in OT Calculation |
| <input type="checkbox"/> Per Hour Amount | <input type="checkbox"/> Subject to OT |
| <input type="checkbox"/> Per Base Pay | |

Pay Rate: _____

Subject To:

- | | | |
|---|--|---|
| <input type="checkbox"/> TRS - Job Codes | <input type="checkbox"/> Benefits | <input type="checkbox"/> Include in MAC |
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Performance Pay | <input type="checkbox"/> Unemployment |
| <input type="checkbox"/> Food Servc Worker | <input type="checkbox"/> Benefits | <input type="checkbox"/> Workers Comp |
| <input type="checkbox"/> FT Nurse/Counselor | <input type="checkbox"/> Flat Tax | <input type="checkbox"/> 8810 |
| <input type="checkbox"/> Peace Officer | <input type="checkbox"/> SS/FICA | <input type="checkbox"/> 8868 |
| <input type="checkbox"/> Professional/Admin | | <input type="checkbox"/> 9101 |
| <input type="checkbox"/> Support Staff | | <input type="checkbox"/> 7380 |
| <input type="checkbox"/> Teacher/FT Librarian | | <input type="checkbox"/> Police |
| <input type="checkbox"/> Summer School | | |

Time Approver: _____

HR Approval: _____

Finance Approval: _____