

## Extra Duty Process

Our Extra Duty process is currently in need of fine tuning. We have set procedures for this process but not everyone is following the correct procedures. We want to start out the 2019/2020 school year on the right track and ensure everyone is aware of the procedures for requesting extra duty and turning in the Extra Duty form for payments.

### Steps to Follow to Request Extra Duty

**Step 1:** When a supervisor feels there is a need for Extra Duty at their campus or location, the first step is to contact the HR Department. The HR Department will work with the requesting supervisor to create the job description needed for the Extra Duty assignment. HR will also set the pay associated with Extra Duty Assignment.

**Step 2:** Once HR has everything completed and agreed upon, they will pass the Extra Duty Assignment along with the pay scale on to the Business / Finance Department. The Business / Finance Department will set up the correct budget and function associated with the new Extra Duty Assignment. Once this has been completed the budget and function numbers will be given to the Payroll Department and to each campus or location so that the Program Coordinator requesting Extra Duty Pay for employees will have the correct pay, budget and function numbers on each Extra Duty form that is turned in to Payroll.

**Step 3:** When the Program Coordinator is ready to assign employees to work on an Extra Duty Assignment they must first contact Payroll to make sure the Extra Duty Assignment has been set up, which includes the pay, budget and function. Once the Program Coordinator verifies through Payroll that everything has been completed in HR and the Business / Finance Office, then Payroll will advise the Program Coordinator that everything has been set up and approved for employees to be assigned to the Extra Duty Assignment.

**Step 4:** The Program Coordinator will retrieve the Extra Duty form from the Payroll/Resources/Extra Duty Approval Form, under the Departments tab on the BISD Website. The Program Coordinator will enter all the data onto the form. Once the form has been populated with the names, pay, budget and function numbers; then the Program Coordinator will send the form through email to the Payroll Specialist. The Payroll Specialist will verify that everything on the Extra Duty Form is accurate. The Payroll specialist will then send the form back to the Program Coordinator. The Program Coordinator will send the Extra Duty form to

the supervisor for approval. Once the supervisor reviews, the supervisor will send the approved Extra Duty form through email to the Payroll Specialist and copy the Program Coordinator. Once the Payroll Specialist receives the approved email from the supervisor, the pay will be entered into the next payroll cycle.

Please note; if the Program Coordinator does not get the Extra Duty form into the payroll department before the Pay Period End Date, the pay for the Extra Duty will go on the employee's next pay check. **Payroll deadlines must be met to determine when the pay will be processed.**

**Also note; if the Program Coordinator passes this responsibility off to a timekeeper, they must inform the timekeeper of these procedures to ensure there is no delay in the process.**