

EXTRA DUTY PAYROLL GUIDELINES

1. When asked to work any kind of extra duty, make sure a Personnel Action is typed immediately, or the Additional Hours Memo is sent to State and Federal Programs. Request a copy for your records.
2. Use the Permanent Employee Extra Duty Time Card on YELLOW paper only. These are available from any site or department secretary.
3. Please use one sheet per person per payroll. We encourage multiple assignments per timesheet per payroll.
4. Please fill out timesheet with a pen.
5. Fill in all spaces necessary.

***PRINT Full Name:**

Must use LEGAL NAME according to your current Social Security card. Your name change is not official until you provide a new Social Security card to the Human Resources Dept. If you have a hyphenated legal name, you must use it on all timesheets and correspondence. Please write it legibly.

***Employee Signature:**

Per State Auditors, your signature is required on EVERY line that has extra duty listed. (It is not acceptable to sign one signature diagonally across multiple lines, or to sign on the first line and a line down the rest of the lines.)

***Date:**

List dates worked ONLY. If a date is listed in error, please black it out completely. Please **DO NOT** list any days that are not worked.

***PA#:**

Please type the PA number that corresponds to the assignment listed.

***Site**

Please abbreviate the site name or use the three-digit SAC's code number.

***Work Performed/
Person Substituting for:**

This field must describe the type of work that was performed or the person you are replacing. It must match the rationale of the personnel action.

***Position:**

Please fill in only if this applies to work that you performed.

***Hours:**

List the total hours for each date to the nearest quarter hour & decimal format. (0.25 for 15 mins, 0.5 for 30 mins, 0.75 for 45 mins.) Round to the nearest quarter.

***Admin Signature:**

An admin signature is required for every assignment listed on the timesheet.

6. Turn in extra duty sheets according to the Permanent Employee Payroll Schedule, found in your employee packet, available in the Payroll department, or from a site secretary. Please be aware, the Payroll Dept. has to follow strict deadlines that are preset by the County Office. Turning timecards in on the required dates is in imperative.

Some of the above instructions are not Alvord's requirements, but directives from our State Auditors.

In order for the payroll department to process your extra duty sheet for payment, we require an official copy of the Personnel Action (not a Xerox copy), and an extra duty sheet filled out as specified above.

If an extra duty sheet requires additional signatures due to categorical or special funding, please forward them to the necessary offices. Allow enough time to reach payroll by the deadline. If payroll receives the extra duty sheets without the necessary signatures, the timesheets will be forwarded back to the required departments for approval signatures, which can delay the process for payment.

****Any extra duty sheet not filled out as specified above, will be returned for corrections, and can delay your extra duty payment. The Payroll Dept will not retain a copy.**

Payroll use: