

EXTRA TIME REPORTING FORM

Extra Time MUST BE TURNED IN EVERY WEEK



DIRECTION: This form is to be completed by the employee and signed by both employee and their supervisor. Please forward original form to email payroll@seattleschools.org

Budget coding is required. Incomplete or erroneous data may cause payment to be delayed.

Forms received in the Payroll Dept. by 15th of the month will be processed for the upcoming payroll.

EMPLOYEE NAME: _____ EMPLOYEE ID NUMBER: _____

WORK LOCATION: _____ JOB TITLE: _____

REASON: _____ Certificated Classified

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

Enter Attendance Type from second page. Please use one line per day.

NOTE: BUDGET CODING IS REQUIRED. Funding authority approval must be obtained.

ATTENDANCE TYPE	MM/DD/YY	TOTAL HOURS	HOURLY RATE		COST CENTER	COMMITMENT ITEM
			\$			

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			\$			

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			\$			

Total:

VERIFICATION OF TIME WORKED:

I verify that the above hours are accurate.

FUNDING/RATE AUTHORIZATION

Employee Signature Date

Funding Authority **Print and Sign** Date

Supervisor/Manager/Dept. **Print and Sign** Date

Compensation Analyst **Print and Sign** Date

PROCESSING REQUIREMENTS

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

Extra Time is paid monthly. Forms must be completed and submitted weekly. Forms received after the monthly deadline will be paid on the following payday. Budget coding is required on all forms. Invalid coding or lack of funding information and signatures may also delay payment.

ATTENDANCE TYPES

Classified Staff:

Use one or more of the following attendance types for reporting extra time:

Code

2202	Classified extra time (under 40 hours in a work week; 1.0)
2200	Classified overtime (extra time in excess of 40 hours in a week or 8 hours in a day; 1.5)
2206	Double time (Custodians; 2.0)
2207	Call back pay (Custodians; 1.0)
2222	Classified Negotiated Days (1.0; commitment item 3031)
2320	Classified Summer School (1.0)

Certificated Staff:

Use one or more of the following attendance types for reporting extra time:

Code

2210	Certificated Non-Per Diem extra time (pay rates set and published each year)
2220	Certificated Negotiated days (guaranteed by CBA; 1.0)
2230	Certificated home instruction (1.0)
2325	Certificated Summer School

INSTRUCTIONS

Employee Data (who to pay)

- Employee Name List the employee's full name
- Employee ID Number List the employee's identification number as shown on the pay stub
- Work Location The school, program or building where the employee worked
- Job title the position of the employee
- Reason Explain why the overtime was worked
- Certificated of Classified Check the appropriate box

Payroll Data (what to pay)

- Attendance Type See Attendance Type codes above
- MM/DD/YY Enter the month, day, and calendar year
- Total Hours Enter the total extra time hours worked
- Hourly Rate Fill in appropriate rate or call your Human Resources team

Budget Coding (where to charge the expense, refer to your budget & accounting reports)

- Cost Center 10 digits
- Commitment Item 4 digits

Authorization to Pay (printed names and signatures required for payment)

- Employee Signature Employee to sign and date the form
- Supervisor Signature Supervisor to authorize, sign and date the form
- Funding Authority Owner of the cost center paying for the time to authorize, sign, and date the form (only if different from Supervisor Signature)
- Compensation Analyst Compensation Analyst to authorize, sign and date the form (only if hourly rate override requires authorization)

SEATTLE PUBLIC SCHOOLS

CERTIFICATED NON-SUPERVISORY STAFF
EXTRA-TIME HOURLY RATES

2022-23, 2023-24, and 2024-25 rates

Semi-Independent Activities - An employee instructing an in-service class; or designing and writing new curriculum; or serving as the assigned chairperson of a curriculum-type committee or project. \$ 39.26/Hr.

Guided Activities - An employee serving as a member of a curriculum revision committee; or instructional materials development committee; or attendance by certificated employees at certain voluntary in-service activities, including a coach's clinic. \$ 29.12/Hr.

Required Activities - Required attendance by certificated employees for activities initiated and established by the administration or required at the building level. \$ 40.82/Hr.

See Combined Substitute Schedule for Sub Reimbursement Rates

Effective 9/1/2022