

Exempt Extra Duty Time Recording Sheet Instructions

1. Print the name of the employee as it appears on Payroll records.
2. Enter the Employee ID number of the extra pay employee.
3. Enter the beginning and ending dates of the extra duty time period.
(The pay period is from the 16th through the 15th.)
4. Enter the extra duty job title.
5. Enter a contact phone number for the employee.
6. Enter Extra Duty Fund source.
7. Enter the 8 digit home department ID number.
8. Enter the number of assignments worked.
9. Enter the approved rate of pay as shown on the authorization form.
10. (Will be computed automatically.)
11. The extra duty employee's signature.
12. Enter the date the form is signed by the employee.
13. Enter the name and title of the Extra Pay Department representative.
14. Enter the Extra Duty representative's phone number.
15. The person whose name appears in box 13 must sign Box 15.
16. Enter the date the form is signed by the department representative.