

Non-exempt Extra Duty Time Sheet Instructions

Field	Description
1	Print the name of the extra duty employee as it appears on Payroll records.
2	Enter the Employee ID number of the extra duty employee.
3	Enter the beginning and the ending dates of the extra duty pay period.
4	Enter the extra duty job title.
5	Enter the contact phone number for the extra duty employee.
6	Enter the extra-duty funding source. (List account and full funding string).
7	Enter the 8-digit home department number.
8	Enter the dates for the pay period.
9	Record the day shift hours worked per day.
10	Record the evening shift hours worked per day.
11	Record the night shift hours worked per day. (The total hours for the pay period will be calculated for you.)
12	Enter the approved regular rate of pay for extra duty hours.
13	Enter the approved overtime rate of pay for extra duty hours.
14	Enter the approved evening shift differential.
15	Enter the approved night shift differential.
16	Enter the approved weekend shift differential
17	The extra duty employee must sign box 17, which certifies his/her time worked.
18	Enter the date the form is signed by the employee.
19	Enter the name and the title of the authorized department representative.
20	Enter the contact number for the person in Box 19.
21	Box 21 must be signed by the person whose name is in box 19.
22	Enter the date the form is signed by the department representative.