


SHARYLAND INDEPENDENT SCHOOL DISTRICT PAYROLL DEPARTMENT EXTRA DUTY PAY REQUEST PROCEDURES

The purpose of these procedures is to provide guidance to Sharyland ISD employees on the process of submitting their extra duty pay request forms for payment. The district is moving towards a faster paperless approach for all extra duty pay requests.

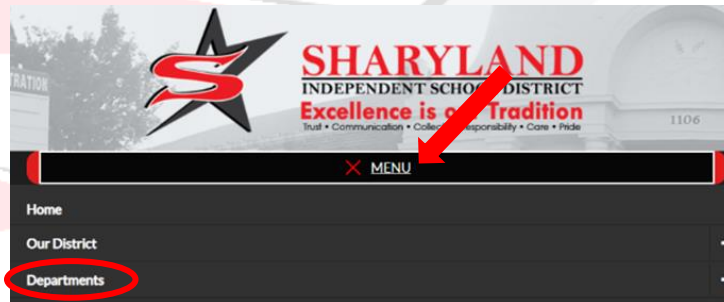
Sharyland ISD Employee Submission Procedures

1. Employees are required to submit all extra duty pay requests through a new online extra duty pay request form.

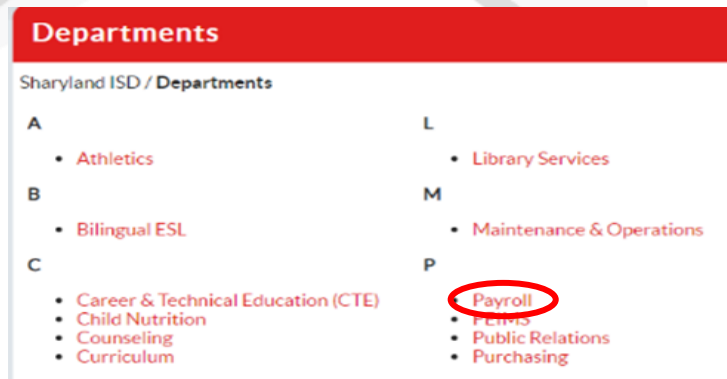


The screenshot shows the 'Extra Duty Pay Request' form. At the top, there is a header with the Sharyland Independent School District logo and the text 'SHARYLAND INDEPENDENT SCHOOL DISTRICT Excellence is our Tradition'. Below the header, the form contains several input fields: 'LEGAL NAME:' with sub-fields for 'Last Name' (GUERRERO), 'First Name' (SANDRA), 'M I' (M), and 'Last 4 SSN*'. Below these are three dropdown menus for 'Campus*', 'Position Code*', and 'Program Title*'. The form is set against a light gray background with a large, faint watermark of a star and the district logo.

2. Employees can access the online extra duty pay request form on the Sharyland ISD website. Employees may navigate through the **menu** and select **Departments**.

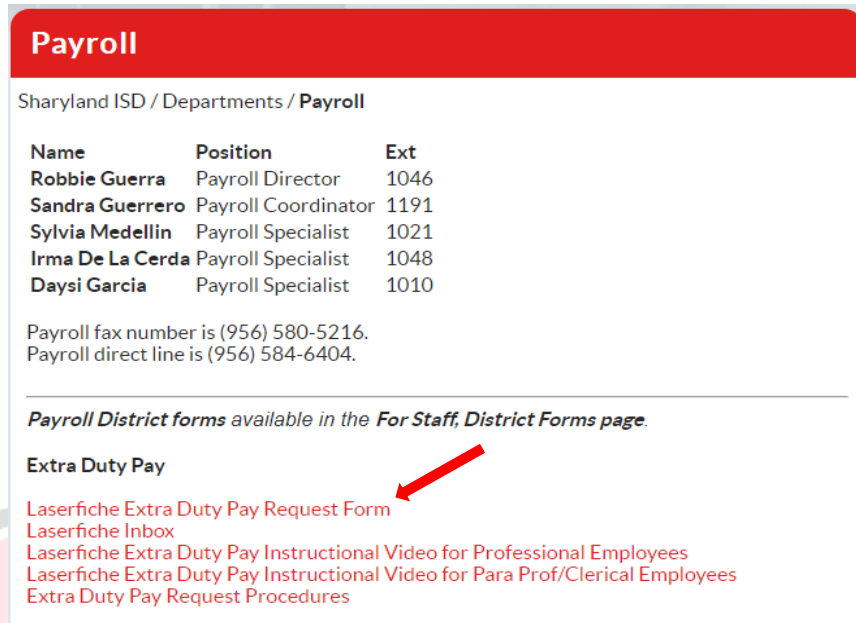


3. Clicking on **Payroll** will send employees to the Payroll webpage.



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4. Employees can access the new online form by selecting the link under **Extra Duty Pay**.



The screenshot shows a webpage for the Payroll department. At the top is a red header with the word "Payroll" in white. Below the header, the text "Sharyland ISD / Departments / Payroll" is displayed. A table lists payroll staff with columns for Name, Position, and Ext. Below the table, contact information for the payroll department is provided, including fax and direct line numbers. A section titled "Payroll District forms available in the For Staff, District Forms page." contains a sub-section for "Extra Duty Pay". A red arrow points to the link "Laserfiche Extra Duty Pay Request Form" within this section.

Name	Position	Ext
Robbie Guerra	Payroll Director	1046
Sandra Guerrero	Payroll Coordinator	1191
Sylvia Medellin	Payroll Specialist	1021
Irma De La Cerda	Payroll Specialist	1048
Daysi Garcia	Payroll Specialist	1010

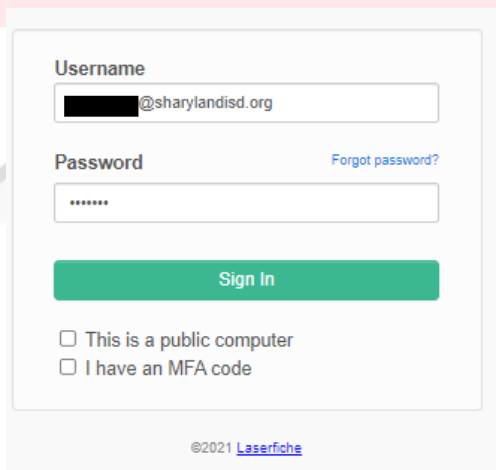
Payroll fax number is (956) 580-5216.
Payroll direct line is (956) 584-6404.

Payroll District forms available in the For Staff, District Forms page.

Extra Duty Pay

- [Laserfiche Extra Duty Pay Request Form](#)
- [Laserfiche Inbox](#)
- [Laserfiche Extra Duty Pay Instructional Video for Professional Employees](#)
- [Laserfiche Extra Duty Pay Instructional Video for Para Prof/Clerical Employees](#)
- [Extra Duty Pay Request Procedures](#)

5. After clicking on the link, employees will be taken to a website requesting them to enter a username and password.
- a. Use district email and password to log in.



The screenshot shows a login form with the following elements:

- A "Username" field containing a redacted email address followed by "@sharylandisd.org".
- A "Password" field with masked characters (dots) and a "Forgot password?" link.
- A green "Sign In" button.
- Two checkboxes: "This is a public computer" and "I have an MFA code", both of which are currently unchecked.
- At the bottom, the copyright notice "©2021 Laserfiche" is visible.

- b. Once logged in, employees will be able to complete the Extra Duty Pay Request Form.

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6. Professional Employee Extra Duty Pay Request Submission

- a. Professional employees must complete all fields and only enter time actually worked. Multiple times per day may be entered if necessary.

Extra Duty Pay Request

LEGAL NAME:

Last Name
GUERRERO

First Name
SANDRA

M I
M

Last 4 SSN*
1234

Campus*
PHS Summer School

Position Code*
02 - Teacher / Librarian

Program Title*
Summer School - Teacher

Budgetary Code

FUND	FCN	OBJ	SO	ORG	YR	PIC	LCL
199	11	6118	00	699	0	24	999

Only enter time actually worked. You may enter multiple times per day if necessary.
Example: Employee works from 8am - 3pm, but has lunch from 11:30 am - Noon.
Line 1: Start Time 08:00:00 AM / End Time 11:30:00 AM
Line 2: Start Time 12:00:00 PM / End Time 03:00:00 PM

Date	Start Time	End Time	Total Hours
06/07/2021	08:00:00 AM	12:00:00 PM	4.00 X
06/07/2021	12:30:00 PM	03:00:00 PM	2.50 X

Add

Total hours for the week: 6.50

Pay Rate* \$ 30.00

Gross Amount \$ 195.00

Employee Signature*
Sandra Guerrero

Date
Date will be captured on form submission

Timesheets must be completed on a weekly basis and turned in to your campus or department for approval. Incomplete/inaccurate forms will be returned to employee for correction. See the Monthly Pay Schedule for out-off dates on our district's website.

Submit

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- b. Once employee submits the extra duty pay request form, the approval process will begin. An email will be sent to the employee's level one approver informing them that an extra duty pay request has been submitted and is ready for review and approval.

Thank you!

Your form has been submitted. You will receive either a copy of the approved form, or a denial notification once the form is processed.

[Download](#) [Print](#) [Email](#)

Extra Duty Pay Request

LEGAL NAME:	Last Name	First Name	MI	Last 4 SSN*
	GUERRERO	SANDRA	M	1234

Campus*
PHS Summer School

Position Code*
02 - Teacher / Librarian

- c. The employee will receive either a copy of the approved form or a denial notification once the form is processed. In the case of a denial, the employee's approver will provide reason(s) for denial in the comment box to inform the employee of the corrections that need to be made before resubmitting for approval. A new form will be submitted by the employee and the approval process will begin again.

Reply No. [redacted]

Your Extra Duty Summer Pay Request has been Approved

Extra Duty Pay Request.pdf
117 KB

Form Initially Submitted: 5/25/2021 9:56:59 PM


Form Final Approval by: Guerrero, Sandra

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7. Paraprofessional Employee Extra Duty Pay Request Submission

- a. **Paraprofessional Employees** must complete all fields, upload appropriate timesheet, and enter total weekly hours worked. Only one week may be entered per form.

Extra Duty Pay Request



LEGAL NAME:	Last Name GUERRERO	First Name SANDRA	M I M	Last 4 SSN* 1234
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Campus*
Jensen Summer School

Position Code*
03 - Paraprofessional / Clerical / Nurse - LVN/CNA

Upload Timesheet*
Upload 219.02KB

6.8.20-6.14.20 timesheet.pdf

Program Title*
Summer School - Support

Budgetary Code

FUND	FCN	OBJ	SO	ORG	YR	PIC	LCL
224	11	6128	00	699	1	23	000

Enter Hours and Minutes separately below. You must match the Time Off Allocated value of your Skyward Timesheet.
Example - 10h 38m would be entered as Hours = 10, Minutes = 38.

Week Ending*	Hours*	Minutes*	Total Hours	Pay Rate*	Gross Amount
06/14/2020	36	15	36.25	\$ 13.00	\$ 471.25

Employee Signature*
Sandra Guerrero

Date
Date will be captured on form submission

Timesheets must be completed on a weekly basis and turned in to your campus or department for approval. Incomplete/inaccurate forms will be returned to employee for correction. See the Monthly Pay Schedule for cut-off dates on our district's website.

Submit

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- b. Employee must upload the appropriate timesheet that corresponds with the week that is being requested for payment. The employee's Skyward timesheet total hours should reflect total hours entered on the extra duty pay request form.

New Time Sheet

Time Sheet for [REDACTED] **06/08/2019 - 06/14/2019**

Period Summary		Note	Hours
Type	Pay		
Work	XSUMM (Summer School Program)		36h 15m
Total Hours:			36h 15m
Hours Paid:			36h 15m

Daily Totals	Status	Note	Hours
Monday 06/10/19			
7:20 AM - 11:34 AM IN			4h 14m
11:34 AM - 12:04 PM LNCH			0h 30m
12:04 PM - 3:16 PM IN			3h 12m
		06/10/19	Total Hours: 7h 26m
Tuesday 06/11/19			
7:15 AM - 11:35 AM IN			4h 20m
11:35 AM - 12:05 PM LNCH			0h 30m
12:05 PM - 3:00 PM IN			2h 55m
		06/11/19	Total Hours: 7h 13m
Wednesday 06/12/19			

- c. Once employee submits the extra duty pay request form, the approval process will begin. An email will be sent to the employee's level one approver informing them that an extra duty pay request has been submitted and is ready for review and approval.

Thank you!

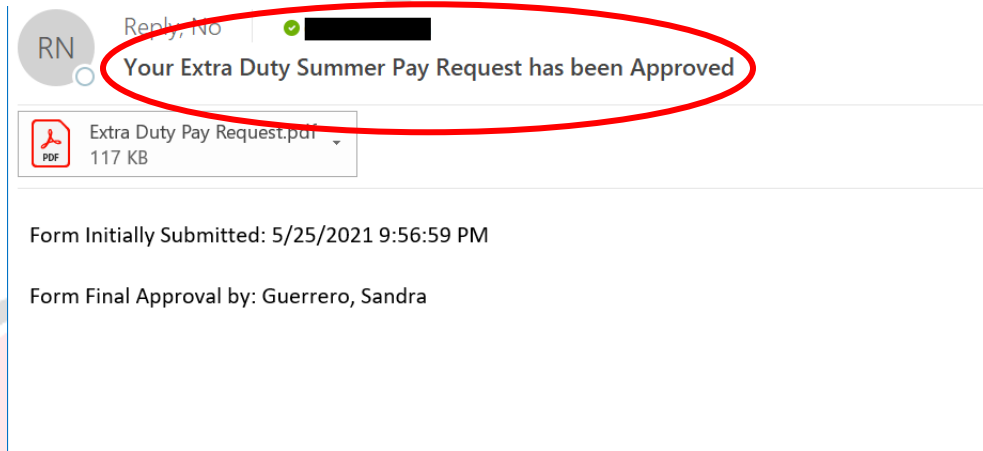
Your form has been submitted. You will receive either a copy of the approved form, or a denial notification once the form is processed.

Extra Duty Pay Request

LEGAL NAME:	Last Name GUERRERO	First Name SANDRA	M I M	Last 4 SSN* 1234
Campus*	Jensen Summer School			
Position Code*	03 - Paraprofessional / Clerical / Nurse - LVN/CNA			

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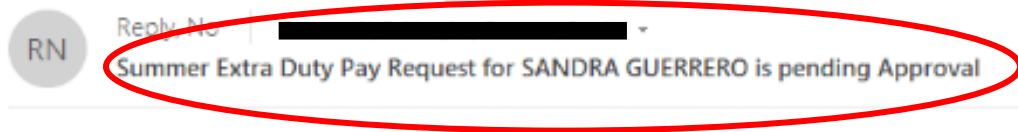
- d. The employee will receive either a copy of the approved form or a denial notification once the form is processed. In the case of a denial, the employee's approver will provide reason(s) for denial in the comment box to inform the employee of the corrections that need to be made before resubmitting for approval. A new form will be submitted by the employee and the approval process will begin again.



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8. Approvers-Extra Duty Pay Request Approvals

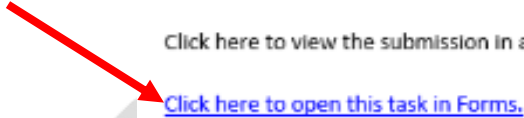
- a. Once the employee submits the extra duty pay request form, the approval process will begin. An email will be sent to the employee's level one approver informing them that an extra duty pay request has been submitted and is ready for review and approval. Clicking the link on the bottom of the email, will allow approvers to view the submitted form.



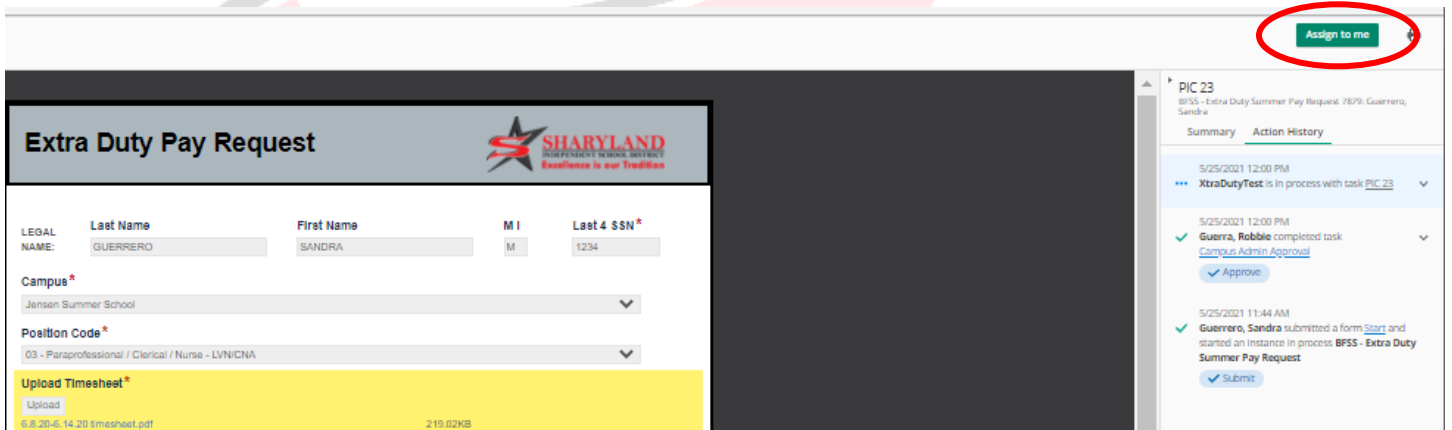
Submission Date: 5/24/2021 3:12:35 PM

Employee: SANDRA GUERRERO

Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.



- b. Approvers must click on **Assign to me** to have access to review, approve or deny the employee's form.



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- c. After reviewing the submitted forms, approvers will make an approval or denial decision. Approvers have access to make changes to the submitted forms if deemed necessary. In the case of a denial, approvers should provide reason(s) for denial in the comment box to inform the employee of the corrections that need to be made before resubmitting for approval.

The screenshot shows a form with two time entries for 06/10/2021. The first entry is from 08:00:00 AM to 12:00:00 PM for 4.00 hours. The second entry is from 12:30:00 PM to 03:00:00 PM for 2.50 hours. The total hours for the week are 27.50, with a pay rate of \$30.00 and a gross amount of \$825.00. The employee signature is Sandra Guerrero, dated 05/24/2021. A red circle highlights the 'Comments' field, and another red circle highlights the 'Approve' and 'Deny' buttons.

Employee Signature
Sandra Guerrero
Date: 05/24/2021

Total hours for the week: 27.50
Pay Rate* \$ 30.00
Gross Amount \$ 825.00

Comments

Approve **Deny**

- d. The approval process will be complete when the extra duty pay request is approved by the Payroll Department. The request will then be processed for monthly payroll.

The screenshot shows the 'Extra Duty Pay Request' form with a table of time entries and an approval history on the right. The approval history shows that the request was completed on 5/25/2021 at 3:25 PM. The approval history also shows that Sandra Guerrero completed the task 'Payroll Approval' and 'Approve' on 5/25/2021 at 3:24 PM. The approval history also shows that Sandra Guerrero completed the task 'PIC 24 Lvl 2' on 5/25/2021 at 3:23 PM. The approval history also shows that Sandra Guerrero completed the task 'Campus Admin Approval' on 5/25/2021 at 3:21 PM. The approval history also shows that Sandra Guerrero submitted a form 'Start' and started an instance in process 'BFSS - Extra Duty Summer Pay Request' on 5/24/2021 at 3:12 PM.

Extra Duty Pay Request

LEGAL NAME: GUERRERO SANDRA MI: M Last 4 SSN*: 1234

Campus*
SHS Summer School

Position Code*
02 - Teacher / Librarian

Program Title*
Summer School - Teacher

Budgetary Code

FUND*	FCN*	OBJ*	SO*	ORG*	YR*	PIC*	LCL*
199	11	6118	00	699	0	24	000

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Line 1: Start Time 08:00:00 AM / End Time 11:30:00 AM
Line 2: Start Time 12:00:00 PM / End Time 03:00:00 PM

Date	Start Time	End Time	Total Hours
06/07/2021	08:00:00 AM	12:00:00 PM	4.00
06/07/2021	12:30:00 PM	03:30:00 PM	3.00

Approval History:

- 5/25/2021 3:25 PM: Process Completed
- 5/25/2021 3:24 PM: Guerrero, Sandra completed task Payroll Approval
- 5/25/2021 3:23 PM: Guerrero, Sandra completed task PIC 24 Lvl 2
- 5/25/2021 3:22 PM: Guerrero, Sandra completed task PIC 24 Lvl 1
- 5/25/2021 3:21 PM: Guerrero, Sandra completed task Campus Admin Approval
- 5/24/2021 3:12 PM: Guerrero, Sandra submitted a form Start and started an instance in process BFSS - Extra Duty Summer Pay Request