**Extra work – processing extra work directly on the timecard**

If a timekeeper is unable to schedule extra work in advance, the extra work time can be processed directly on the timecard. The process varies slightly depending on whether the employee is exempt or non-exempt. Review the [SOP – Extra work for extra pay](#) for more information.

This documentation includes the following sections:
1. Definition and information about extra work
2. Process overviews for processing extra work performed by non-exempt and exempt employees
3. Step-by-step directions for verifying that labor level transfers used existing budget codes
4. Step-by-step directions for processing extra work performed by non-exempt employees
5. Step-by-step directions for processing extra work performed by exempt employees

**Definition**

“Extra work” is work that meets these requirements:
- It is not part of the employee’s regular full- or part-time job.
- The employee receives additional pay for the work.
- The work done on a temporary basis is listed with a specific rate on the [supplemental pay schedule](#) but is **NOT** in the “Substitute Employees” section.
- If the extra work causes a non-exempt employee to work over the 40-hour threshold for overtime, the overtime costs are charged to the department responsible for the extra work.

**Note:** if the employee is doing extra work that is not on the supplemental pay schedule and has an hourly rate specific to the employee, that employee has a second pay record in Great Plains, and any labor level transfers should include all 7 labor levels. Review this [documentation regarding how to charge time for further information](#).

**Note:** If you are trying to pay an employee for extra work that is not listed on the Supplemental Pay Schedule, email [time@k12albemarle.org](mailto:time@k12albemarle.org) with information about the type of work performed and what the pay rate should be, if known. The Human Resources compensation staff will review your information, offer guidance on how to process the payment, and oversee getting the rate information added to the supplemental pay schedule, if necessary.

**Process overview for processing extra work for non-exempt employees**
1. Employee logs time for extra work job.
2. Timekeeper applies work rule to specify type of work and hourly rate on the timecard.
3. Timekeeper completes labor level transfer to charge time worked to the appropriate budget.
4. Timekeeper verifies that the labor level transfer has used existing budget codes.

**Process overview for processing extra work for exempt employees**
1. Employee performs the extra work and confirms date/time of extra work job with the timekeeper.
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2. Timekeeper adds time to employee’s timecard.
3. Timekeeper applies work rule to specify type of work and hourly rate on the timecard.
4. Timekeeper completes labor level transfer to charge time worked to the appropriate budget.
5. Athletics timekeeper verifies that the labor level transfer has used existing budget codes.

Verifying that labor level transfers have used existing budget codes

Timekeepers should run the Non-Existing Budget Codes report weekly to verify that labor level transfers are using existing budget codes. Follow the steps below to run the report:

- Open Internet Explorer (Do not use Google Chrome unless you download the IE extension available here: https://chrome.google.com/webstore/detail/ie-tab/hehijbfgiekmjkfjpfkbbmjjbdenadd?hl=en-US.)
- Paste the report link into the browser: http://cob-gp-dyn2016.albemarle.org/Reports/report/COB/General/WTK_Nonexisting_Budget_Codes

Note: this report requires users to sign in.
- If you are connecting from outside the network, you will need to establish a VPN connection to the network first.
- Schools users will enter their domain and username: schls\username
- All users enter their regular network password (the same one you use to open email, log onto your computer, etc.)

If you don’t see any transactions on the report, that means you have not inadvertently used a budget code that doesn’t exist. If your transaction appears on the report, consult the Understanding the Non-Existing Budget Codes report documentation for appropriate next steps.

Step-by-step directions for processing extra work performed by non-exempt employees

1. Open the employee’s timecard to the appropriate pay period and identify the extra work time that has already been logged; it should appear as a set of punches that are somewhere outside the employee’s regular schedule.
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2. When you have identified the time worked, click into the Transfer column cell for that line and select Search from the dropdown menu.

3. In the Transfer window, click on the Work Rule tab.
4. Select the correct work rule from the list by clicking on it once. Notice that in the header area, the work rule has been added to the employee’s information.

5. Click on the Labor Account tab; this is where you specify the budget code and location information to ensure that the time worked is charged correctly, and the right supervisors/timekeepers can see the information.
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You will complete the first four labor levels as shown below. Use the linked tools to help you identify information as necessary.

- **HR Dept Code:** [click here for a list of these codes]
- **Fund-Dept-Loc:** you can find this information on the Supplemental Pay Schedule. [Open the Payscales page and then open the Supplemental Pay Schedule for the correct school year]
- **Reports To:** use the supervisor’s employee ID; if the supervisor is part of your department/location, you can find that information [using these directions]. Otherwise, use the [Positions by Employee report].
- **Function-Object:** you can find this information on the Supplemental Pay Schedule. [Open the Payscales page and then open the Supplemental Pay Schedule for the correct school year]

**Notes:**

- For extra work jobs, you can leave labor levels 5-7 blank without affecting your ability to charge the time correctly.
- For more information about labor levels, review the [Understanding Labor Levels] documentation.
- For directions on filling out the labor levels, review the [Transferring labor levels] documentation.

6. Once you have completed the first four labor levels, click on the **Apply** command in the lower-right corner.
7. The timecard now includes transfer information for that time worked; note that you may need to resize the Transfer column to see all the data.
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8. Click on the **Calculate Totals** command to complete the timecard processing.

9. The **Totals** tab contains summary data for the employee’s time worked to date. The time worked for the extra work job is summarized in its lines, because the labor level information differs from the employee’s default information. Because the work rules include a specific hourly rate, you and the employee can see how much the employee is being paid for the extra work job.

10. Click on the **Save** command to save your changes to the employee’s timecard.

Step-by-step directions for paying exempt employees

1. Open the employee’s timecard to the appropriate pay period. Because exempt employee cannot log their time without negatively impacting their regular schedule, you will add their In/Out punches. Start by adding a line on the day the employee worked by clicking on the plus sign to the left of the date the extra work was performed.

2. Once you have a blank line, enter the employee’s time worked in the appropriate **In** and **Out** columns, and then click on the **Calculate Totals** command to process the change. Notice that the punches for the employee’s regular schedule, which had been purple because they were created by the system, now change to black, just like the time you entered. This is fine and does not impact the employee’s pay.
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3. When you have entered the time worked, click into the Transfer column cell for that line and select Search from the dropdown menu.

![Transfer window diagram]

4. In the Transfer window, click on the Work Rule tab.
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![Work Rule tab]

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10. Click on the **Save** command to save your changes to the employee’s timecard.