SOP – Extra work for extra pay

Overview
Regular employees who do “extra work” that is not part of their regular job are paid at a specific hourly rate for that time worked. Time worked is recorded on the timecard, and payment information is summarized on the Totals tab.

This document contains the following sections:
1. Definitions
2. What employees need to know
3. What supervisors need to know
4. What timekeepers needs to know
5. Resources

Definitions
“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.

Work rule: defines how a specific type of work will be calculated and paid. This can result in a system pay code with a specific hourly rate of pay attached.

Labor level transfer: this operation, performed by timekeepers or supervisors, changes the default information for an employee’s time worked. The changes can be to the location where the work is done, the supervisor, and/or budget codes. Review this documentation on understanding labor levels for more information.

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 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.

What employees need to know
• If you are a non-exempt employee, you should log time worked for any extra work performed.
• If you are an exempt employee or teacher, you should report your time worked to your timekeeper, so that they can enter it on your timecard.
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- Verify that your extra work time has been correctly processed before approving your timecard:

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Empl</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 10/18</td>
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<td></td>
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<tr>
<td>Sun 10/20</td>
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<tr>
<td>Sun 10/21</td>
<td>7:30AM- 7:30PM</td>
<td>7:30AM</td>
<td>7:30PM</td>
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<tr>
<td>Mon 10/22</td>
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<td>7:30AM</td>
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- The **Transfer** column for time worked should include both a work rule (title of extra work job) and a labor level transfer (data that charges the time worked to the correct budget code; you may need to resize the Transfer column to see this information).

- The **Totals** tab for that pay period should include two lines of information for each extra work job performed during the time period selected:
  - **All Hours**: total number of hours worked in that job
  - **Second line titled with the extra work job**: amount of time worked in that job and the amount of money to be paid for the time period selected on the timecard

**What supervisors need to know**

- Employees performing extra work should log their time on their timecard (if non-exempt) or report their time worked to the location’s timekeeper (if exempt/teacher).
- Extra work time requires additional processing by the location’s timekeeper; do not approve an employee’s timecard until that work is done.
- If extra work time is not processed correctly, the time worked will be charged to the employee’s default salary, and the employee may be paid at an incorrect hourly rate.
- To approve time worked by an employee whose primary job is at a different location, use the Using the Total Hours genie to review “transferred in” employees documentation.
- If you are trying to pay an employee for extra work that is not listed on the Supplemental Pay Schedule, email 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.

**What timekeepers need to know**
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- Non-exempt employees should log time for any extra work performed.
- Exempt employees/teachers should report time worked to you.
- If extra work time does not have a work rule and labor level transfer completed, the time worked will be charged to the employee’s default salary, and the employee may be paid at an incorrect hourly rate.
- You have multiple options for processing extra work, which are outlined below.

Managing extra work for non-exempt employees
You can manage non-exempt employees who are performing extra work using whichever of the following processes works best:
1. Employee logs time, and then timekeeper applies work rule and fills out labor levels 1-4 directly on the timecard.
2. Timekeeper schedules using the “Add Shift” process on the schedule, applies work rule, and fills out labor levels 1-4; employee logs time.
3. Timekeeper schedules using a schedule pattern, applies work rule, and fills out labor levels 1-4; employee logs time.

Managing extra work for exempt employees
Because exempt employees cannot log time without negatively impacting their default schedule, they must report time worked to the timekeeper, who can then process their extra work using whichever of the following processes works best:
1. Employee reports time worked, and then timekeeper adds the time to the timecard, applies the work rule, and fills out labor levels 1-4.
2. Employee reports time worked, and then the timekeeper adds the time using the “Add Shift” process on the schedule, applies work rule, and fills out labor levels 1-4.

Note for extra work performed at another location
- Each employees has a primary location in Kronos, and they will not appear on the employee list of another location, even if they are performing extra work there.
- The employee must communicate with timekeeper at their primary location regarding the extra work, so that the timekeeper can decide how they want to process the extra work.
- Once the extra work is processed, the timekeeper at the location where the work was performed will be able to review the timecard using the Transferred In hyperfind.

Resources
Extra work – athletic events
Extra work – processing completed extra work for exempt employees
Extra work – processing extra work directly on the timecard
Extra work – scheduling extra work in advance for non-exempt employees
Using the Total Hours genie to review “transferred in” employees