



Financial Services
Stevenson Administration Building

TO: Department Heads and Principals
FROM: Sherri Mathews-Hazel
Chief Financial Officer
RE: New Payroll/HR Forms - Effective October 1, 2013
DATE: September 30, 2013

Effective Tuesday, October 1, 2013, we will begin using the following forms for additional work and overtime requests. Please be sure to share this information with appropriate supervisors at your location.

➤ **Prior Approval Administrators Additional Work Request Form**

This form should be completed by an administrator prior to working an assignment for additional pay compensation. This form must be approved by the appropriate Executive Director and by Human Resources prior to the administrator working the assignment.

➤ **Prior Approval Additional Work Request Form**

This form should be used by non-administrators. The employee should complete this form and have it approved by the “requesting” location, if appropriate, and/or the current (home school or department) location, if appropriate.

- If the work being performed is for the administrator’s home school or department, please complete the “current work location/school or department” section of the form.
- If the work is being performed for another school or department, please complete the “requesting work location/school or department” section and have the administrator’s current supervisor/principal complete the “current work location/school or department” section.

➤ **Prior Approval Overtime Request Form**

This form is for all employees to complete prior to working overtime. The supervisor/principal and department head must approve this form.

PLEASE NOTE THAT COPIES OF EACH OF THE ABOVE COMPLETED AND APPROVED FORMS MUST BE MAINTAINED AT THE SCHOOL/DEPARTMENT LOCATION FOR AUDIT PURPOSES.

PRIOR APPROVAL ADMINISTRATORS ADDITIONAL WORK REQUEST FORM

RICHLAND COUNTY SCHOOL DISTRICT ONE

(This form is only to be used by Deans of Students, TOSA and Administrators)

It is the employee's responsibility to obtain all necessary approvals prior to engaging in any additional work.

HOME-BASED WORK LOCATION / SCHOOL OR DEPARTMENT

SCHOOL/DEPARTMENT: _____ EMPLOYEE'S POSITION: _____

EMPLOYEE NUMBER: _____ EMPLOYEE NAME: _____

(Check One) EXEMPT NON-EXEMPT

NORMALLY SCHEDULED WORK HOURS ARE FROM: _____ (AM / PM) TO: _____ (AM / PM)

PROPOSED DURATION OF SERVICES: _____ **TO:** _____

DESCRIPTION OF SERVICES TO BE PERFORMED: _____

PROPOSED COMPENSATION: (Check One) LUMP SUM PAYMENT HOURLY RATE

LUMP SUM PAYMENT: _____ **OR** HOURLY RATE: _____

EMPLOYEE'S SIGNATURE

DATE

PRINCIPAL OR DEPARTMENT HEAD'S SIGNATURE

DATE

EXECUTIVE DIRECTOR'S SIGNATURE

DATE

CHIEF OF HUMAN RESOURCE SERVICES' SIGNATURE

DATE

PRIOR APPROVAL ADDITIONAL WORK REQUEST FORM

RICHLAND COUNTY SCHOOL DISTRICT ONE

It is the employee's responsibility to obtain all necessary approvals prior to engaging in any additional work.

REQUESTING WORK LOCATION / SCHOOL OR DEPARTMENT

SCHOOL/DEPARTMENT: _____ EMPLOYEE'S POSITION: _____

EMPLOYEE NUMBER: _____ EMPLOYEE NAME: _____

DESCRIPTION OF SERVICES TO BE PERFORMED: _____

PROPOSED DURATION OF SERVICES: _____ **TO:** _____

PROPOSED COMPENSATION: (Check One) LUMP SUM PAYMENT HOURLY RATE

LUMP SUM PAYMENT: _____ **OR** HOURLY RATE: _____

EMPLOYEE'S SIGNATURE

DATE

REQUESTING PRINCIPAL OR DEPARTMENT HEAD'S SIGNATURE

DATE

HOME-BASED WORK LOCATION / SCHOOL OR DEPARTMENT

SCHOOL/DEPARTMENT: _____ EMPLOYEE'S POSITION: _____

(Check One) EXEMPT NON-EXEMPT

NORMALLY SCHEDULED WORK HOURS ARE FROM: _____ (AM / PM) TO: _____ (AM / PM)

HOME-BASED PRINCIPAL OR DEPARTMENT HEAD'S SIGNATURE

DATE

IF THE EMPLOYEE IS A DIRECT REPORT TO AN EXECUTIVE DIRECTOR; THE EXECUTIVE DIRECTOR'S SIGNATURE IS REQUIRED.

EXECUTIVE DIRECTOR'S SIGNATURE

DATE

PRIOR APPROVAL OVERTIME REQUEST FORM

RICHLAND COUNTY SCHOOL DISTRICT ONE

It is the employee's responsibility to obtain all necessary approvals prior to engaging in any overtime work.

Overtime Provision:

Supervisor may assign overtime to non-exempt employees. However, employees are not permitted to work overtime without the prior approval of their supervisor or department head. For the purposes of overtime compensation, only hours worked in excess of forty (40) during a workweek will be counted.

1. Complete this form prior to working overtime.
2. Submit this form to your supervisor for approval prior to working unscheduled overtime.
3. Punch in and out as normal when working overtime.

Employee Name: _____

Employee Number: _____

Job Title: _____

Location: _____

Date to work requested overtime: _____

Number of hours requested: _____

Reason for requested overtime:

Employees are not permitted to begin work before their normal starting time or to continue working after their normal quitting time (this includes taking work home and working through lunch breaks) without the prior approval of their supervisor.

If, after having been told to cease, an employee continues to work extra hours that have not been approved by the supervisor, it may become grounds for disciplinary action.

Please check in the appropriate box:

Approved

Not Approved

Supervisor's Signature: _____

Date: _____

Print Name of Supervisor: _____