Instructions for the Teacher Supplemental Pay Form

Getting Started: Teachers who work compensable hours outside the duty day should complete the “Supplemental & Hourly Pay Request” form. Time sheets are due to payroll on the Monday following payday in order to be paid on the next payroll.

- **Employees** complete items 1-9 below, and give the form to your site leader.
- **Supervisors** or site administrator should complete items 10-13, and send to payroll by the due date.

1. Write your name (last, first, middle initial)
2. Write your PSsoft Employee ID number
3. Write the location where your work for your main job (your “day job”, not your secondary job) if you have one.
4. Write the pay period begin/end dates according to the published payroll calendar.
5. SIGN YOUR TIMESHEET. Payroll will not pay the hours if the time sheet has not been signed.
6. Complete either section A or B, not both. In section A, check the box indicating the type of work you are doing if there is a pre-assigned rate for that work.
7. If section A is not applicable, check the box in section B indicating what rate of pay you are requesting and indicate what type of work is being done in the line below.
8. In section C, enter the extra hours worked each day for which you are requesting to be paid.
9. If you are working the extra hours at a different location than your primary job, list it here.

10. Enter A budget code only if the hours will be charged to a different budget than your primary job. Otherwise this field can be left blank.
11. Enter the name, phone number, and e-mail of the contact in case payroll has questions about the form.
12. Enter the authorized signer’s name (and the program, if applicable).
13. SIGN THE TIMESHEET to authorize payment. Payroll cannot pay an unauthorized, unsigned time sheet.

![Image of the Supplemental and Hourly Pay Request form]