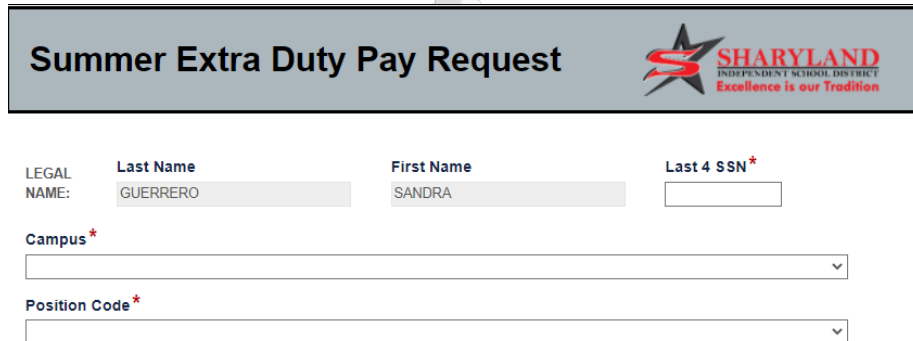


**SHARYLAND INDEPENDENT SCHOOL DISTRICT
PAYROLL DEPARTMENT
SUMMER EXTRA DUTY PAY REQUEST PROCEDURES**

The purpose of these procedures is to provide guidance to Sharyland ISD employees on the process of submitting their summer extra duty pay request forms for payment.

Sharyland ISD Employee Submission Procedures

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

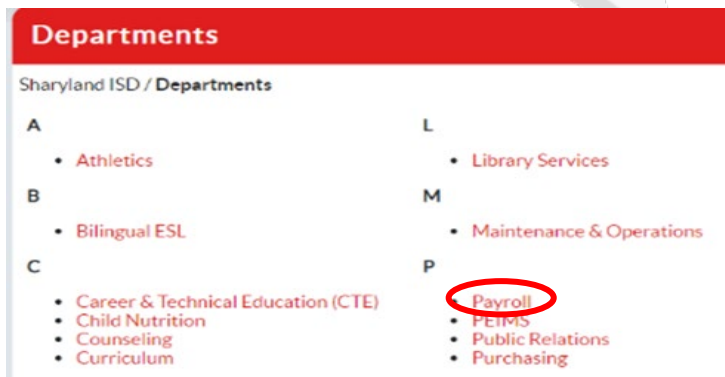


The screenshot shows the top portion of a web form. At the top, there is a grey header bar with the text "Summer Extra Duty Pay Request" on the left and the Sharyland Independent School District logo on the right. Below the header, the form contains several input fields: "LEGAL NAME:" with sub-fields for "Last Name" (containing "GUERRERO") and "First Name" (containing "SANDRA"), and "Last 4 SSN *". Below these are two dropdown menus labeled "Campus *" and "Position Code *".

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

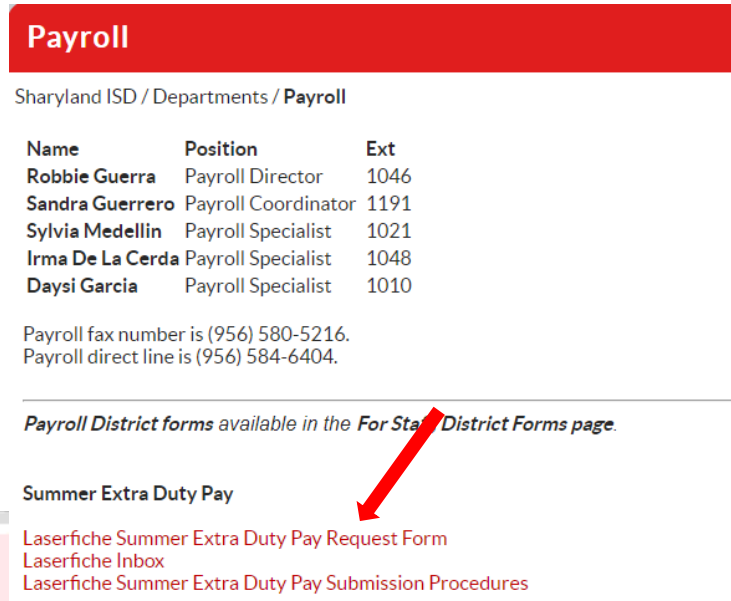


3. Clicking on **Payroll** will send employees to the Payroll webpage.



**SHARYLAND INDEPENDENT SCHOOL DISTRICT
PAYROLL DEPARTMENT
SUMMER EXTRA DUTY PAY REQUEST PROCEDURES**

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



Payroll

Sharyland ISD / Departments / **Payroll**

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

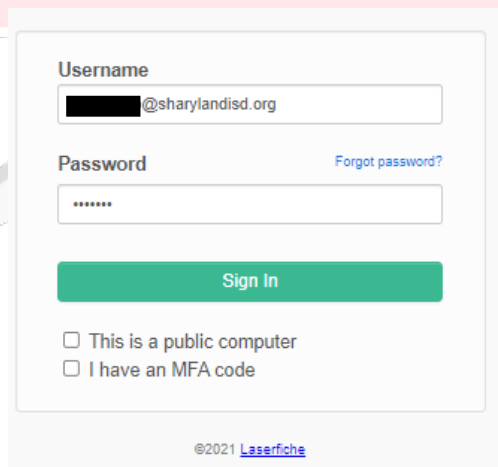
Payroll fax number is (956) 580-5216.
Payroll direct line is (956) 584-6404.

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

Summer Extra Duty Pay

- [Laserfiche Summer Extra Duty Pay Request Form](#)
- [Laserfiche Inbox](#)
- [Laserfiche Summer Extra Duty Pay Submission Procedures](#)

5. After clicking on the link, employees will be taken to a website requesting them to enter a username and password.
- Username: **email login**
 - Password: **computer password**



Username
[Redacted]@sharylandisd.org

Password [Forgot password?](#)

Sign In

☐ This is a public computer
☐ I have an MFA code

©2021 [Laserfiche](#)

- Once logged in, employees will be able to complete the summer extra duty pay request form.

**SHARYLAND INDEPENDENT SCHOOL DISTRICT
PAYROLL DEPARTMENT
SUMMER EXTRA DUTY PAY REQUEST PROCEDURES**

6. Professional Employee Submission

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

Summer Extra Duty Pay Request



LEGAL NAME: Last Name: GUERRERO First Name: SANDRA 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
06/06/2022	08:00:00 AM	12:00:00 PM	4.00
06/06/2022	12:30:00 PM	03:00:00 PM	2.50

Add

Total hours for the week: 6.50

Pay Rate*: \$ 35.00

Gross Amount \$ 227.50

Employee Signature*

Sandra Guerrero

Date

Date will be captured on form submission

Extra Duty Pay Requests must be submitted WEEKLY for approval. Employees will receive either a copy of the approved form or a denial notification once the request is processed. Please refer to the Monthly Pay Schedule for cut-off dates on the District Payroll Webpage.

Submit

**SHARYLAND INDEPENDENT SCHOOL DISTRICT
PAYROLL DEPARTMENT
SUMMER EXTRA DUTY PAY REQUEST PROCEDURES**


- b. Once employee submits the extra duty pay request form, the approval process begins. 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


**SHARYLAND**
INDEPENDENT SCHOOL DISTRICT
Excellence is our Tradition

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

RN 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

**SHARYLAND INDEPENDENT SCHOOL DISTRICT
PAYROLL DEPARTMENT
SUMMER EXTRA DUTY PAY REQUEST PROCEDURES**

7. Paraprofessional Employee Submission

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

Summer Extra Duty Pay Request



LEGAL NAME: GUERRERO

First Name SANDRA

Last 4 SSN* 1234

Campus* Jensen Summer School

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

Upload Timesheet*

Upload

6.8.19-6.14.19 timesheet.pdf

214.48KB

Program Title* Summer School - Support

Budgetary Code

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

Enter Extra Duty Hours and Minutes separately below. Minutes must be entered in decimal format, following the chart below.

Minutes	Decimal Conversion
8	0.13
15	0.25
23	0.38
30	0.50
38	0.63
45	0.75
53	0.88

Week Ending* 06/14/2019

Hours*	Minutes (Decimal Format)	Total Hours	Pay Rate*	Gross Amount
36	.25	36.25	\$ 15.00	\$ 543.75

Employee Signature* Sandra Guerrero

Date Date will be captured on form submission

Extra Duty Pay Requests must be submitted WEEKLY for approval. Employees will receive either a copy of the approved form or a denial notification once the request is processed. Please refer to the Monthly Pay Schedule for cut-off dates on the District Payroll Webpage.

Submit

SHARYLAND INDEPENDENT SCHOOL DISTRICT PAYROLL DEPARTMENT SUMMER EXTRA DUTY PAY REQUEST PROCEDURES

- b. Employee must upload the appropriate Skyward 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.

View Time Sheet

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

Type	Pay	Note	Hours
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 - 11:04 AM IN		4h 14m
11:04 AM - 12:04 PM LUNCH		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 - 11:05 AM IN		4h 20m
11:05 AM - 12:05 PM LUNCH		0h 30m
12:05 PM - 3:00 PM IN		2h 55m
		06/11/19 Total Hours: 7h 15m
Wednesday 06/12/19		

- c. Once employee submits the extra duty pay request form, the approval process begins. 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

SHARYLAND INDEPENDENT SCHOOL DISTRICT
Excellence is our Tradition

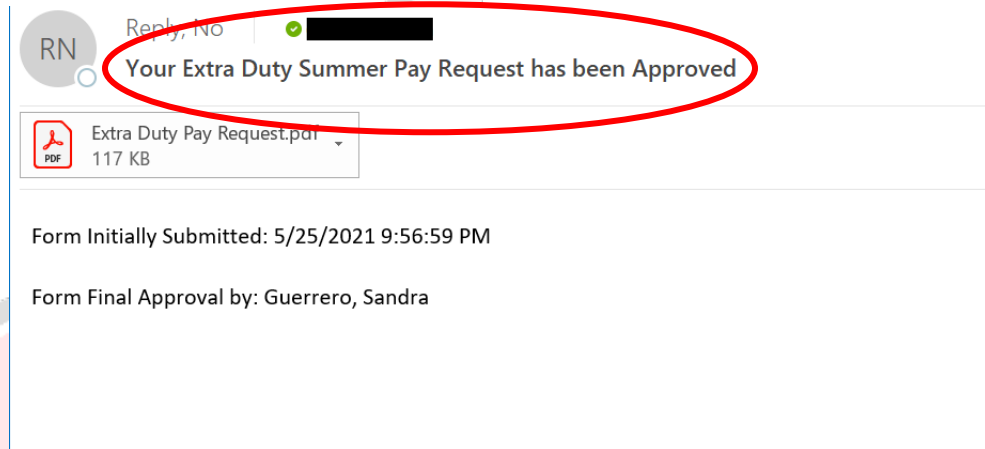
LEGAL NAME: GUERRERO First Name: SANDRA M I Last 4 SSN*: 1234

Campus*: Jensen Summer School

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

**SHARYLAND INDEPENDENT SCHOOL DISTRICT
PAYROLL DEPARTMENT
SUMMER EXTRA DUTY PAY REQUEST PROCEDURES**

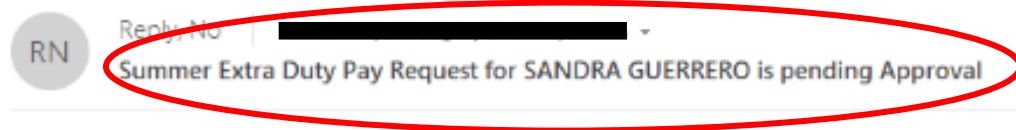
- d. The employee will receive either a copy of the approved form or a denial notification once the form is processed. In the case of a denial, the employee's approver will provide reason(s) for denial in the comment box to inform the employee of the corrections that need to be made before resubmitting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



**SHARYLAND INDEPENDENT SCHOOL DISTRICT
PAYROLL DEPARTMENT
SUMMER EXTRA DUTY PAY REQUEST PROCEDURES**

8. Approvers-Summer Extra Duty Pay Request Approvals

- a. Once the employee submits the extra duty pay request form, the approval process begins. 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

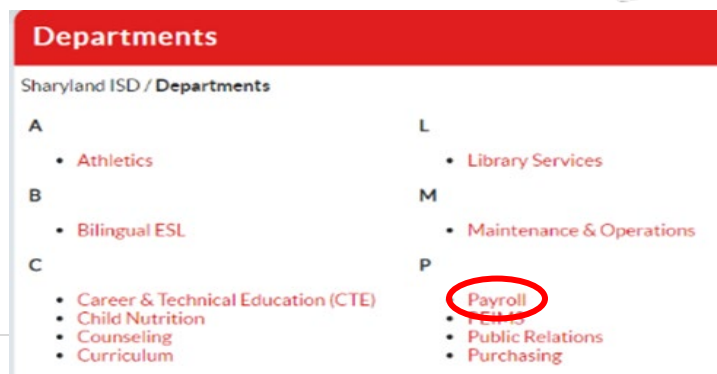
Click here to view the submission in a Web browser. After reviewing it, you can make your approval decision.

[Click here to open this task in Forms.](#)

- b. Or approvers may log into their Laserfiche Inbox to view all submissions by navigating through the district webpage and selecting **Departments**.



- Clicking on **Payroll** will send approvers to the Payroll webpage.



**SHARYLAND INDEPENDENT SCHOOL DISTRICT
PAYROLL DEPARTMENT
SUMMER EXTRA DUTY PAY REQUEST PROCEDURES**

- Approvers can access their Laserfiche Inbox by selecting the link under **Summer Extra Duty Pay**.

Payroll

Sharyland ISD / Departments / Payroll

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.

Summer Extra Duty Pay

[Laserfiche Summer Extra Duty Pay Request Form](#)
[Laserfiche Inbox](#)
[Laserfiche Summer Extra Duty Pay Submission Procedures](#)

- After clicking on the link, approvers will be taken to a website requesting them to enter a username and password.

Username
[redacted]@sharylandisd.org

Password
[redacted] [Forgot password?](#)

Sign In

Username: **email login**

Password: **computer password**

- Click on **Inbox**, **My Tasks**, and select **Unassigned Tasks**. Unassigned Tasks shows the extra duty that has been submitted and is waiting for approval. Clicking the task title link (in blue), will allow approvers to view the submitted form.

Laserfiche Forms™ **Inbox** Start Process [redacted]

My Tasks Team Tasks

Open Tasks
Drafts
Unassigned Tasks
Completed Tasks

Search my unassigned tasks

Process	Task	Instance	Date assigned	Team
▼ BFSS - Extra Duty Pay Request (281)				
BFSS - Extra Duty Pay Request	[redacted] Approval	[redacted]	(124377): Extra Duty 55...	4:20 PM ExtraDuty-PayrollApproval-L1

SHARYLAND INDEPENDENT SCHOOL DISTRICT PAYROLL DEPARTMENT SUMMER EXTRA DUTY PAY REQUEST PROCEDURES

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

- d. 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.

SHARYLAND INDEPENDENT SCHOOL DISTRICT PAYROLL DEPARTMENT SUMMER EXTRA DUTY PAY REQUEST PROCEDURES

- e. 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.

Extra Duty Pay Request

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

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
06/07/2021	12:30:00 PM	03:30:00 PM	3.00

PIC 24 Lvl 2
BFSS - Extra Duty Summer Pay Request 7766: Guerrero, Sandra

Summary Action History

✓ Process Completed
5/25/2021 3:25 PM

5/25/2021 3:24 PM
✓ Guerrero, Sandra completed task [Payroll Approval](#)
✓ Approve

5/25/2021 3:22 PM
✓ Guerrero, Sandra completed task [PIC 24 Lvl 2](#)
✓ Approve

5/25/2021 3:22 PM
✓ Guerrero, Sandra completed task [PIC 24 Lvl 1](#)
✓ Approve

5/25/2021 3:21 PM
✓ Guerrero, Sandra completed task [Campus Admin Approval](#)
✓ Approve

5/24/2021 3:12 PM
✓ Guerrero, Sandra submitted a form [Start](#) and started an instance in process BFSS - Extra Duty Summer Pay Request
✓ Submit

