



SERVICES RENDERED (SR)



Report of Paid Hours Beyond Regular Contract

SR are paid from the 11th of the previous month thru the 10th of the current payroll month.

SR received in the Payroll Office after the 1st business day following the 10th, will be processed the following month.

NAME	EMPLOYEE TYPE	DEPARTMENT
Skyward Name Key or Last 4 digits of SSN	Certificated (TEA)	
	Classified (PSE)	BUILDING
	Sub/Officer/Etc	

Submit within 15 days of Last Date Worked. DO NOT HOLD FORMS.

Day	Date mm/dd/yy	Start Time – End Time	Total Daily Hrs	Additional Info	Account Code (XXXX-XX-XXXX-XXX-XXXX-XXXX-X)	Description of Work Performed If Sub Up/Out, MUST indicate Classification/Position Subbed into & attach Leave Slip
Mon				Sub Up/Sub Out Double Time (EEP) SV Initial _____		
Tue				Sub Up/Sub Out Double Time (EEP) SV Initial _____		
Wed				Sub Up/Sub Out Double Time (EEP) SV Initial _____		
Thur				Sub Up/Sub Out Double Time (EEP) SV Initial _____		
Fri				Sub Up/Sub Out Double Time (EEP) SV Initial _____		
Sat				OT SV Initial _____		
Sun*				OT Double Time SV Initial _____		
WEEKLY TOTAL				*Sunday OT must be pre-approved by Supervisor (SV) if to be paid at Double-Time. **EEP Double OT due to Late Parent pick-up must be initialed by Supervisor (SV).		

Extra Service Rate (TEA) \$ _____ ASB Rate of Pay \$ _____ Leadership Rate of Pay \$ _____
 Hourly/Per Diem Rate of Pay \$ _____ Stipend (FLAT FEE) \$ _____ ASB Reimbursable, bill to _____

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Supervisor Signature

Date

Employee Signature

Date

Incomplete Forms will be returned and may delay processing. See Procedures on the back or next page of this form.

Payroll Use Only							

Important Information

- Write in ink only AND write legibly. Any alteration to either dates or hours please cross out, correct and initial it.
- **NO WHITE OUT WILL BE ACCEPTED. NO WRITING IN PENCIL WILL BE ACCEPTED.**
- Do not forget to deduct lunch time if applicable.
- Start a new time card on the 11th of each month (even if it is the middle of the week). Extra time is paid from the 11th of the previous month to the 10th of the current month, on the current month's payroll.
- **An incomplete or improperly filled out Service Rendered Form will be returned to the supervisor, possibly causing a delay in payment. Please note, due to new TEA contract language, you MUST select either 'Extra Services Rate of Pay' OR 'Hourly/Per Diem'. Please refer to the contract to determine.**

Services Rendered Procedures

- Indicate type of employee as Certificated, Classified or Other. ("Other" should be for NON-contracted employees such as DJs, accompanists and anyone that utilized the Sub-on-Line system.)
 - **All Non-Contracted employees MUST complete all HR paperwork prior to performing work for the district.**
- Form must include: Last Name, First Name, Dept., Building & Last 4 digits of SSN or Skyward Name Key.
- List the Dates: mm/dd/yr.
- List Start Time-End Times: Example 3:30 pm – 4:45 pm
- List Total Daily Hours
- List partial hours worked in decimal form: Example: 45 minutes = .75, 15 minutes = .25. (Conversion chart below.)
- Do not include multiple weeks/months on one form.
- Additional Information Column: If any of these apply put an x in there.
- Fill in "Description of Work" field.
- Date, sign and forward to supervisor for signature and Account Code.

CLASSIFIED

1. Sub Up/Out Procedure

- a. If you stepped out of your contracted position to work in a different role (example: Playground Asst working as Para), you would complete a Services Rendered (SR) for the total amount of time you worked as a Para and attach a Leave Slip to sub-out of your contracted position for the time it overlapped.

Example:

- Contracted to work from 9:30am – 11:30am as Playground
- Subbed up to Para from 9:00am – 10:00am
- Complete SR for 9:00am-10:00am
- Attach Leave Slip Subbing Out of Playground for .5 (9:30-10am)

**Extra time worked in addition to your regular shift, does not require a Leave Slip. (i.e., if you worked your regular job and then picked up extra hours as Para, only a Services Rendered would be submitted.)*

Minutes to Hundredths Time Conversion							
Minutes	Hundredths	Minutes	Hundredths	Minutes	Hundredths	Minutes	Hundredths
1	.02	16	.27	31	.52	46	.77
2	.03	17	.28	32	.53	47	.78
3	.05	18	.30	33	.55	48	.80
4	.07	19	.32	34	.57	49	.82
5	.08	20	.33	35	.58	50	.83
6	.10	21	.35	36	.60	51	.85
7	.12	22	.37	37	.62	52	.87
8	.13	23	.38	38	.63	53	.88
9	.15	24	.40	39	.65	54	.90
10	.17	25	.42	40	.67	55	.92
11	.18	26	.43	41	.68	56	.93
12	.20	27	.45	42	.70	57	.95
13	.22	28	.47	43	.72	58	.97
14	.23	29	.48	44	.73	59	.98
15	.25	30	.50	45	.75	0	.00