



EXTRA SERVICE APPROVAL PROCESS



Step 1: The schools must complete the extra service spreadsheet and signed pay agreement and forward to the Network Superintendent (NS) for additional approval

Step 2: The NS will review, approve, and sign the extra service pay agreements. Electronic approval is acceptable **for NS ONLY**. Both signatures (**Employee and Principal**) must be on the pay agreement when sent to the Financial Management Office

Step 3: The spreadsheet and pay agreement are then forwarded to the FinMgmtOfc@slps.org for processing. Your assigned Financial Analyst will review and if there are no additional information needed or errors, it will be forwarded to the payroll dept for final approval.

Step 4: The Payroll department approves and uploads the spreadsheet into SAP. Employees cannot be paid unless there is a record in SAP

Step 5: Employees extra service hours can now be entered into SAP by the timekeeper