
APPROVE EXTRA SERVICE (BUD-P005)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process used to pay in-service and extra service to SLPS employees for Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Budget Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Cabinet Representative

Signature

Date

4.0 DEFINITIONS:

- 4.1 SLPS – Saint Louis Public Schools
- 4.2 SAP – Information system used by SLPS

5.0 PROCEDURE:

- 5.1 Schools and offices go to the Finance Frontline portal for a blank extra service spreadsheet.
- 5.2 Type in the employee name, SSN, activity code and type, effective dates, pay rate, number of hours, fund number, cost center, flag (A) by approving Administrator, Administrator's name, date, comments and job code.
- 5.3 When all columns are filled in, a copy is sent to cabinet levels for approval via email attachment.
- 5.4 Cabinet level administrator approves the spreadsheet and forward to the Budget Staff.
- 5.5 The Budget Staff verifies information on the spreadsheet for accuracy and completeness of the spreadsheet.
- 5.6 The Budget Staff checks FMEQ for available budget.
- 5.7 If all columns are filled in and budget is available, a copy is sent to Vickie Callahan in HR and to the original senders for download in SAP.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Extra Service Spreadsheet
- 6.2 FMEQ Budget Availability Report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Extra Service Spreadsheet	File Cabinet			File Cabinet

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/07/09	A	1 st Revision

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