



## INSTRUCTIONS

- 1) Initiation:
  - i) Form must be completed using Microsoft Word and Adobe Acrobat or handwritten.
  - ii) Form is interactive with automated field calculations and formats.
  - iii) Completed document can be saved when using Word. Adobe Acrobat only saves if user has Adobe Pro.
  - iv) Complete appropriate fields within a section.
  - v) Only GL segment function 10 – 60 used with this form
  - vi) Obtain appropriate signatures.
- 2) Use separate form for each transaction.
- 3) Originating school/department/program should maintain the original.
- 4) Create a personnel action and attach form.
- 5) Complete **time entry AFTER personnel action approval** notification is received.

Form Component	Description / Usage	Rates of Pay	
		FEA / FPA members	ESSA members
Contract Extension	<b>Regular</b> <i>(FEA Negotiated Agreement Article 105. I) (ESSA Negotiated Agreement Article 7.9)</i> <ul style="list-style-type: none"> <li>• Employees working before and/or after their contract year in the same classification/same location</li> <li>• Start of Year duties – <b>Create PA AFTER July 15</b></li> <li>• End of Year duties – <b>Create PA BEFORE last student contact day.</b></li> </ul>	FEA / FPA	Per Diem Rate <i>(Complete section A, record hours in time entry)</i>
		ESSA	Regular Hourly Rate <i>(Complete section A, record hours in time entry)</i>
	<b>Scheduled Work Day</b> <i>(FEA Negotiated Agreement Article 105. I)</i> <ul style="list-style-type: none"> <li>• Employees working additional hours beyond regular FTE.</li> </ul>	FEA	Per Diem Rate <i>(Complete section A, record hours in time entry)</i>
Extended Year Program <i>Programs established before 9/1/98.</i>	<ul style="list-style-type: none"> <li>• <b>GHA educational program</b></li> <li>• <b>Co-Operative education summer program</b></li> <li>• <b>Special Education summer program</b></li> <li>• <b>Construction Academy</b></li> </ul> <i>(FEA Negotiated Agreement Article 105. II) (ESSA Negotiated Agreement Article 7.12)</i>	FEA / FPA	Per Diem Rate <i>(Complete section A, record hours in time entry)</i>
		ESSA	- Regular hourly rate if working in same classification. - Step A of classification if employed in another classification <i>(Complete section A, record hours in time entry)</i>
Extended Day/Year Program <i>Programs established on or after 9/1/98.</i>	<b>Regular Ed Summer School</b> <i>(FEA Negotiated Agreement Article 105. II) (ESSA Negotiated Agreement Article 7.12)</i>	FEA	B-0 Rate <i>(Complete section A)</i>
		ESSA	-Regular hourly rate if working in same classification. -Step 1 of classification if employed in another classification
	<b>District-approved curriculum extended day program</b>	FEA	B-0 Rate <i>(Complete section A)</i>
		ESSA	Hourly rate based on current temp wage schedule (overtime wages may apply)
Stipend	<b>Voluntary participation:</b> <i>(FEA Negotiated Agreement Article 105. III)</i> <ul style="list-style-type: none"> <li>• voluntarily attend district-initiated meeting/activity or meetings</li> </ul>	FEA	\$15.00 per hour <i>(Complete section B)</i>
	<b>Work Area Moves</b> <i>(FEA Negotiated Agreement Article 105. IV)</i> <ul style="list-style-type: none"> <li>• setting up their work area due to the opening or remodeling of a school or building transfer or other significant change in their work area</li> </ul>	FEA	B-0 Rate <i>(Complete section B)</i>
	<b>Leadership Team</b> <i>(FEA Negotiated Agreement 2016-2019. Article 601, III)</i>	FEA	\$1,500 per sem. / \$3,000 per year <i>(Complete section C)</i>
	<b>Head Teacher</b> <i>(FEA Negotiated Agreement Article 109)</i> <ul style="list-style-type: none"> <li>• rate shall be prorated in accordance with the time each certificated employee is assigned to the building</li> </ul>	FEA	<ul style="list-style-type: none"> <li>• \$600 – head teacher</li> <li>• \$600 – each additional full-time FEA member</li> <li>• \$300 – each additional half-time FEA member</li> </ul> <i>(Complete section D)</i>
MOA	<b>Compensation paid to employees for work:</b> <ul style="list-style-type: none"> <li>• performed outside of duty day</li> <li>• not part of regular duties/job description</li> </ul>	FEA	Amount determined by supervisor <i>(Complete section E)</i>



Supplemental Pay Authorization (SPA) Form

<b>General Information</b>		<input type="checkbox"/> <b>Certified</b>		<input type="checkbox"/> <b>Classified</b>		<input type="checkbox"/> <b>Exempt</b>	
<b>Employee Name:</b>			<b>F#:</b>		<b>Today's Date:</b>		
<b>Home School Position:</b>			<b>Location:</b>				
Position for event / program - if different from above			Location of program/activity - if different than home school				
<b>Home School Supervisor</b>			<b>Event / Program Supervisor</b>				
<b>Person / Location Responsible for Time Entry</b>		<b>Phone # and Ext. for questions re: SPA form and Action Entry</b>		<b>School Year of Activity</b>		<b>Employee Reg / Perm Hours</b>	
<b>SECTION A - Contract Extensions or Extended Programs - (FPA / FEA / ESSA)</b>							
<input type="checkbox"/> Contract Extension <input type="checkbox"/> PT Employee <input type="checkbox"/> FT Employee <i>Paid @ per diem - See Instruction sheet</i>		<b>Dates:</b>		<b># of days per wk</b>		<b>Hours / day:</b>	<b>Total Hours</b>
<input type="checkbox"/> After School Program <input type="checkbox"/> MISC – Extended Day / Summer program <i>Paid @ B/0 - See Instruction sheet</i>		<b>Dates:</b>		<b># of days per wk</b>		<b>Hours / day:</b>	<b>Total Hours</b>
<input type="checkbox"/> SPED – ESY summer program <input type="checkbox"/> GHA / Co-Op Extended program <input type="checkbox"/> Job class change for purpose of program i.e. – FEA performing ESSA duties <i>Paid @ per diem/hourly - See Instruction sheet</i>		<b>Account:</b>		<b>Pay Rate:</b> <input type="checkbox"/> Per Diem (FEA) <input type="checkbox"/> Regular Hourly Rate (ESSA) <input type="checkbox"/> B/0 rate (FEA) <input type="checkbox"/> Other \$ _____ see instruction sheet or verify with HR			
<b>Purpose – [Identify duty / activity performed]</b>		<input type="checkbox"/> Start of Year Duties		<input type="checkbox"/> End of Year Duties			
<b>SECTION B - Stipend – Voluntary / Training / Work Move / Set-Up</b> (district-initiated activity or meeting - FEA only)							
<b>Purpose: (FEA \$15.00 per hour)</b> <input type="checkbox"/> Voluntary Meeting <input type="checkbox"/> Training Session <input type="checkbox"/> Set-up Activity / Work Move (B/0 rate)		<input type="checkbox"/> Total hours for a work area move must be authorized and approved by the building administrator. <input type="checkbox"/> Involuntary transfers approved for a work move, maximum of 7 hours unless verified with HR. Receiving school initiates and authorizes action.					
<b>Purpose:</b>		<b>Dates:</b>		<b>Hours:</b>		<b>Amount:</b>	\$
		<b>Account:</b>					
<b>SECTION C - Stipend - Leadership Team</b> (FEA only) <span style="float: right;">\$1,500 per semester</span>							
<b>Dates:</b>		<b>Account:</b>				<b>Amount:</b>	
<input type="checkbox"/> 1 <sup>st</sup> semester <input type="checkbox"/> 2 <sup>nd</sup> semester						\$	
<b>SECTION D - Stipend - Head Teacher</b> (FEA only) <b>Account is required. Use account field above.</b>							
<b>School Year - Date</b>		1 head teacher		X \$600.00 =	\$	<b>Total:</b>	
		# of full time teachers		X \$600.00 =	\$		
		# of part time teachers		X \$300.00 =	\$		
<b>SECTION E - Memorandum of Agreement</b> (FEA / Exempt only)							
<b>Purpose:</b>		<b>Dates:</b>		<b>Amount:</b>		\$	
		<b>Account:</b>					
<b>Signatures</b> <i>(Employer and employee agree to the performance of work as described and scheduled for payment thereof as indicated.)</i>				<b>MOA - Verification of Completion</b> <i>(This section to be signed upon completion of activity. This memorandum of agreement has been successfully completed pursuant to the purpose and period covered and payment for services is approved.)</i>			
<b>Employee Signature:</b>		<b>Date:</b>	<b>Employee Signature:</b>		<b>Date:</b>		
<b>Principal/Supervisor Signature:</b>		<b>Date:</b>	<b>Principal/Supervisor Signature:</b>		<b>Date:</b>		