

Payroll Exception Reporting

It is the employees responsibility to track and notify B&G with the information to get paid. You will not be paid unless you fill out this form. (not off time sheet)

Name: _____ Emp # _____

Working Outside Job Classification

6.17 Working Outside of Classification Whenever an employee is assigned to a higher classification for five (5) days or more in a thirty (30) consecutive calendar day period, the employee will be paid at the higher classification rate of pay retroactive to the first day. This provision will not apply as a result of vacation replacements during the school calendar summer recess, unless the employee is assigned to a classification for ten (10) days or more in a thirty (30) consecutive calendar day period, or is assigned by the Director of District Support Services or designee. The employee would then receive the higher classification retroactive to the first day.

Dates:	Building subbed at or other job:	Reg Hours:	OT Hours:	Class:	Note:

01-005-____-000-171-000

On Call for Emergency Call-backs (phone)

Date	Holiday
	yes / no
	yes / no
	yes / no
	yes / no
	yes / no

Other (training)

Date	Reason /Budget Code

Non-Consecutive 8 hour shift \$3.00 for such day.

Date	Reason

Night Differential Pay

start before 6 am and after noon

Date	Reason

Employee Signature: _____ Supervisor Signature: _____

B&G Signature: _____ Date: _____