

Employees who perform other duties in addition to their regular assignments are paid supplemental pay.

All Conroe ISD employees, full-time or part-time, must be paid through Payroll for any type of compensation, EXCEPT reimbursements for travel, fees, dues, etc. If an employee earned wages in a second unrelated job such as judging contests, athletic events and so forth, the compensation will go through Payroll. These payment requests do not belong on a requisition, but should be sent through regular payroll channels using the supplemental pay process with appropriate backup attached.

Supplemental pay for exempt employees should be entered in the supplemental pay process on FinancePlus. Required fields include Employee ID, Start and End Dates, Hours Worked, Position Worked, and Budget Coding. After entering the data, print the report and submit to Payroll with appropriate signature and supporting documentation.

ALL supplemental pay must have some type of documentation to verify the hours worked. Normally, this is in the form of a timesheet. The employee and Principal/Supervisor/Program Director must also sign the timesheet. **STAMPED SIGNATURES WILL NOT BE ACCEPTED.** Supplemental pay for administrators requires an additional signature.

Timesheets are available online. Please refer to the Forms section of the Payroll website.

Non-exempt employee should use the Kronos timekeeping system for all hours worked.