

# North Monterey County Unified School District

## Business Services Department

Date: April 11, 2024

To: School Site/ Department Budget Personnel

FR: Llesenia Argueta, Director of Fiscal Services

RE: How to create a Personnel Requisition for Extra Hours and Overtime

### Part 1

1. Work with the HR Department to get the hourly salary amount for the person that needs the PR.
2. Calculations
  - a. Figure out how many hours are needed:
    - i. If it's Sub Obj 30 (Hourly), multiply the hourly salary times the hours on the PR.
    - ii. If it's Sub Obj 50 (Overtime), multiply the hourly salary times time and a half (1.5) then times by the number of hours (ex.  $\$25.00 \times 1.5 = \$37.50 \times 50$  hours =  $\$1,875$ )
3. Run a Fiscal02 to check to see if you have enough funds to cover the hours you are planning to pay out on the PR.
4. If you do not have enough funds to cover the PR, you will need to submit a Budget Transfer.
  - a. Use the pay calculator located on the Business Services Webpage and fill in the information and add that to your BT.

### Part 2

5. Now you're ready to fill out the PR.
  - a. Fill in Section 1. If you do not have Position control # or EMP ID. Please contact HR.

NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT			<b>HUMAN RESOURCES DEPT. ONLY</b>	
<b>PERSONNEL REQUISITION/ACTION DATA</b>			Person Hired: _____	
Date: _____			Start Date: _____	
Department/School: _____			Separation Date: _____	
Requested By: _____				
Employee: _____			Position Control No. _____ EMP ID _____	

- b. Fill in Section#2. For Sub Obj 30, 50. The Yellow section is required to be filled.
  - i. Add in the hours you used for Part #1.

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**CHECK APPROPRIATE ACTION:**

____ New Hire (Replacement for: _____ )	____ New Position (Budgeted/Board Action)	____ Resignation
Bilingual: ____ Yes ____ No ____ Preferred	____ Extra Hours (not to exceed _____)	
____ Stipend (Remarks section must be completed)	____ Other (Remarks section must be completed)	

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- c. Fill in Section#3.

**POSITION INFORMATION:**

Job Title: \_\_\_\_\_ Site \_\_\_\_\_  
Work Days: \_\_\_\_\_ Hours per Day \_\_\_\_\_ From \_\_\_\_\_ AM PM To \_\_\_\_\_ AM PM  
Months per year: 9.5 10 11 12 (Circle one) PROPOSED: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

d. Fill in Section # 5

CHARGE TO: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Funding Source	%	Fund	Resource	Year	Goal	Function	Object	Sub.Obj.	School	Local	Manager
1)											
2)											
3)											

- i. Charged to: should be the program name.
- ii. Fund Source should be 100% to the account string you researched in Part#1

e. Fill in Section#6. We need to know what work is being done for the extra hours or OT.

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. Please make sure that Employee has signed the PR as well as the Supervisor/Principal.

**(MUST HAVE ALL REQUIRED SIGNATURES TO PROCESS)**

Employee Signature	Date	Supervisor/Principal	Date
Project Dir. Approval (if required)	Date	Human Resources	Date
Business Manager	Date		

- 6. Email the BT, pay calculator, and Fiscal02 to the proper accountant.
- 7. Send the PR to HR\_Payroll to get processed.

**\*District Office Procedures 2022-2023**

Personnel Requisitions for Extra hours, overtime:

PRs referencing the above should be downloaded, printed and date stamped by HR. The PR is then provided to the HR Director for review and signature. Then PR should be given to the designated Payroll Person to stamp. The Payroll Person will give to the designated accountant for review and initialing reflecting proper account strings and funds and make sure there is enough money to cover the Extra Hours (not to exceed). (If there is not enough money to cover, the Accountant will send an email to the person requested by or manager on account. The PR is then provided to the Fiscal Director for final review and signature. Upon final approval by Fiscal Director a copy of the fully executed PR will be provided to Payroll for processing.

**Note: Under no circumstance should a PR be passed from HR to Fiscal or Fiscal to HR, in which the accuracy has not been verified. If the PR has not been accurately completed a conversation should occur with the requesting party and the PR should be returned for any necessary corrections.**