

Extra Duty Time Card: How to Use It

For employees who work extra duty, and for the people who approve it
Kansas City Kansas Public Schools, Payroll Department

Starting with pay periods that begin October 16, 2026, extra duty is reported on a web form instead of a paper card. You fill it in, it does the math, and it sends itself to your supervisor by email. Your supervisor signs it and sends it to Payroll the same way. This guide walks through the whole thing. The first time takes about ten minutes. After that, about three.

Before you start, know these three things. The form is for extra duty you have already worked, never for duty you plan to work. The dollar amount it shows is an estimate; Payroll checks the hours and applies your real rate before you are paid. And you need to be signed in to your district Gmail in the same browser, because the form sends the card through Gmail.

Part 1. Fill out your time card

Open the form from Staff Links on the district intranet. The fields are numbered 1 through 17. Go in order. A gold bar near the top of the page tells you which number is next, and that field is outlined in gold so you cannot lose your place.

Section A. Who you are and what you did

1. **1 Employee Name.** Type your name the way it appears on your paycheck. Your district email fills in by itself underneath. If it guessed wrong, fix it.
2. **2 Employee ID.** Your five-digit employee number. It is on your paystub and your badge.
3. **3 Staff Type.** Certified if you are a teacher, counselor, nurse, or other licensed staff. Classified if you are a paraprofessional, secretary, custodian, bus driver, or other support staff. If you are not sure, your supervisor knows.
4. **4 Job Title.** Pick the closest match. If nothing fits, pick Other and type your title in the box that appears.
5. **5 Work Location.** The school or site where you did the extra duty, not where you normally work, if those are different. Picking the site fills in your approver in field 7.
6. **6 Time Card Type.** This is the important one. The list only shows the kinds of extra duty your job title can do. Pick the one that matches the work. Under the list, a box shows the pay rate the form will use and a short list of examples for that type. Read it. If your duty is not described there, you probably picked the wrong type.

Three that trip people up: Planning Time Sub is for covering another teacher's class during your planning time, not for a day of substitute teaching. Extra Days is for a whole extra day of work, paid by the day, not by the hour. Classified Sub Duty is only for paraprofessionals covering a classroom, and it is an extra \$10.00 an hour on top of your regular pay, not a separate rate.
7. **7 Approver.** Filled in for you when you picked the location. Change it only if someone other than the building principal assigned the duty, for example a program director.
8. **8 Pay Period.** The half-month your extra duty falls in. The 1st through the 15th is one period; the 16th through the end of the month is the next. The list shows the current period and the two before it. If you worked in two periods, you need two cards. If your duty is older than the list goes, contact Payroll instead of forcing it onto a card.

Section C. Add each day you worked

You add one day at a time. Fill in the small panel, click Add, and the day drops into the table below it. Then do the next day.

1. **9 Date.** The day you worked. The form will not take a future date, and it will not take a paid district holiday (Labor Day, Thanksgiving Day, and so on). Days the offices are closed over Thanksgiving and Winter Break are allowed, because athletics and activities still happen, but the form flags them and your approver has to confirm the duty was assigned.
2. **10 and 11 Time In and Time Out.** When you started and stopped. Use the clock picker or type the time. The form figures the hours, rounded to the nearest quarter hour, and shows the amount for that day in the box on the right. Two exceptions: Lunch & Breakfast Sessions are paid in whole half hours, so the form rounds those to the nearest half hour; and if you picked an Extra Days card, these two fields become a single Day(s) field, full day or half day.
3. **12 Purpose.** What you did. Start typing and a list of board-approved activities appears; pick one if it fits, or just describe the duty in a few words. "Tutoring, after-school math" is plenty.
4. **13 Budget Code (optional).** The account the duty is charged to. If you know it, type the numbers only; the dashes appear by themselves, and it stays filled in for the next day you add. If you do not know it, leave it blank. Your approver fills it in before signing, and the card cannot be approved without one.
5. **14 Add to time card.** Click it. The day appears in the table. Made a mistake? Every row has Edit and Remove buttons.

Under the table you will see total hours and the estimated gross pay. Estimated means Payroll will check it. Gross means before taxes. Both notes are printed right there on the form.

Section D. Sign and submit

1. **15 Certification.** Read the statement and check the box. You are confirming the duty was assigned, you actually did it, and you have not reported the same hours anywhere else.
2. **16 Electronic Signature.** Type your full name exactly as you typed it in field 1. The date fills in by itself.
3. **17 Submit for Approval.** Click it. Two things happen: a new browser tab opens with a Gmail message already addressed to your approver, with your time card inside it, and the form clears itself, ready for your next card. A green box at the top of the form shows your reference number so you know it went. Switch to the Gmail tab, read it over, and click Send. That is it.

If no Gmail tab opened, your browser blocked the pop-up or you are not signed in to Gmail. Look at the green box at the top of the form. It has an Email to Approver button. Click it. If that does not work either, click Copy card code in the same box, open Gmail yourself, start a new message to your approver, and paste. The code is the time card. Do not dismiss the green box until your email has gone.

Part 2. Things you will want to know

Saving and coming back. Click Save Progress any time and the form remembers where you were, but only on that computer and in that browser. Come back to the same computer to finish. If you switch computers, you start over.

Starting another card. Nothing to do. The form clears itself when you submit. Your submitted card lives in the email you sent.

Keep the email. The message you sent is your copy, and your approver and Payroll work from it. If you want a paper copy too, click Print / Save as PDF before you click Submit; after Submit the form is cleared.

More than one location or more than one type of duty. One card per location, per time card type, per pay period. Tutoring at Banneker and tutoring at Harmon are two cards. Tutoring and lunch coverage at the same school are two cards.

Deadlines. Cards for the 1st through the 15th are due to Payroll by the end of business on the 16th. Cards for the 16th through the end of the month are due by the end of business on the last day of the month. Late cards are paid on the next pay date. Remember your approver needs time to sign, so do not wait until the last day.

A pop-up says a date was already submitted. The form remembers the cards you have sent from that computer. If a new card repeats a date from one of them, it asks whether you mean it. Tutoring and lunch coverage on the same day are two different duties and that is fine; click Continue, and Payroll will double-check before paying. The same duty twice is not fine; click Cancel and remove the day.

Your card came back. If your approver returns it, you get an email saying why. Open the form, paste the card code from that email into Open a Received Time Card at the top of the page, fix what they asked, sign again, and submit again.

Questions. Payroll Department, edpayroll@kckps.org, (913) 279-2312.

Part 3. For approvers

You will get an email with the subject "Review and Sign Extra Duty Time Card for" and the employee's name. The time card is in the body of that email as a long line of letters and numbers that starts with EDTC1. Here is what to do with it.

1. Open the Extra Duty Time Card form from Staff Links.
2. In the email, select the whole card code line, from EDTC1. to the end, and copy it. Grabbing a little extra is fine; grabbing too little is not.
3. At the top of the form, find the box labeled **Open a Received Time Card**. Paste the code there and click **Open card**. The employee's card fills the page, locked, exactly as they submitted it.
4. Read Sections A through D. Check each date, the times, the purpose, and the budget code. Budget codes are optional for the employee, so some lines may be blank; type the code into the Budget column before approving, and the form will not let you approve with one missing. If a code is wrong you can correct it right there; the form keeps the original and shows Payroll both. A gold "Possible duplicate" tag means the employee already sent a card with one of these dates; make sure it is a different duty, not the same hours twice.
5. Scroll to **Section E**. Check both boxes if they are true: that you reviewed each line and the duty was assigned and performed, and that the budget codes are right and funded.
6. Choose a decision. **Approve and send to Payroll** if it is right. **Return to employee for correction** if it is not, and say why in Comments; the employee sees your comment.
7. Type your full name as your signature and click **Submit Decision**.
8. A Gmail tab opens with the card addressed to Payroll (edpayroll@kckps.org) and the employee copied, or addressed back to the employee if you returned it. Click Send. If the tab does not open, use the Email to Payroll button that appears, the same way as in Part 1.

Payroll will not pay a card without your signature. If a card reaches them without one, they send it back, and the employee waits another pay period.

Three things approvers should not do. Do not forward the employee's email to Payroll instead of signing; it has no signature and will bounce back. Do not approve a card for duty you did not assign or cannot confirm. And do not retype anything into the form yourself; open the code and work from what the employee submitted.