

THE SCHOOL DISTRICT OF PHILADELPHIA  
EDUCATION CENTER  
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PHILADELPHIA, PENNSYLVANIA 19130

OFFICE OF TALENT

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TO: Activity Managers for Non-Represented Non-Exempt Employees  
FROM: Office of Classification and Compensation  
SUBJECT: Procedures for Processing Overtime for Non-Represented Non-Exempt Employees

These procedures will assist you with processing overtime payment for non-represented non-exempt employees. Overtime must be pre-approved in writing by the employee's supervisor. For purposes of computing overtime, credit shall be given for hours worked as recorded in District records and provided by law.

**Home Location**

The employee responsible for processing payroll at the assigned location processes overtime for non-represented non-exempt employees through the online Time and Attendance Time Sheet (TPER). The administrator should review all online TPER entries to verify that it is complete, accurate and matches the employee's overtime sign-in records prior to applying the online approval for payroll entry each pay period. The paper TPER must be kept by the processing department.

**Non-Home Location**

Overtime for a non-represented non-exempt employee that works at a location other than their home organization is submitted on a Payroll Adjustment to Gross (S-324) form after the non-recurring activity has ended. The department submitting the overtime must keep the S-324 and the S-19 in a secure file.

These procedures will assist you with the completion of the S-324. Please note that the S-19 with the administrator's signature **must** be submitted with the S-324. S-324s should be used to pay employees for non-recurring activities and should be submitted after the activity has ended but within the pay period that the activity occurred to ensure a timely payment to the employee.

1. Complete the ABC code.
2. Indicate the date that the S-324 is being prepared.
3. Indicate the fiscal year.
4. Indicate the payroll period ending date.
5. Indicate the employee's name and ID number.
6. Indicate the adjusted amount for each line. Multiply the number of hours by the hourly rate or the number of days by the daily rate.
7. Indicate the date (s) worked per line.
8. Indicate the number of hours worked each day for employees being paid by the hour, or the number of days worked for employees being paid the daily rate. This information must be clearly indicated.
9. Indicate the hourly rate. If the employee is assigned to the school or office, see the Employment Verification Inquiry (QVER) on ADVANTAGE™. Contact the Office of Classification and Compensation if assistance is needed.
10. Indicate the name of the office.
11. Provide a brief description of the activity.
12. The Administrator must approve and sign the S-324 and the S-19.
13. Indicate the name and title of the Administrator approving the time submitted.
14. Forward to your Chief to obtain your Cabinet level approval.

Please refer to the following checklist to guide you in the completion of the S-324.

**S-324**

- |                   |                                       |
|-------------------|---------------------------------------|
| ↑ ABC code        | ↑ Date(s) Worked                      |
| ↑ Date            | ↑ Number of Hours or Days             |
| ↑ Year            | ↑ Hourly Rate                         |
| ↑ Period Ending   | ↑ School/Office                       |
| ↑ Employee Name   | ↑ Administrator's Signature           |
| ↑ Employee I.D.   | ↑ Approved By Name & Title            |
| ↑ Adjusted Amount | ↑ Description of Project/Remarks      |
|                   | ↑ S-19s with Administrator's approval |

**After the Administrator's signature is obtained, send the S-324 to the Chief for approval. After the Chief has approved, send the S-324 to the Office of Classification and Compensation (Suite G-10) for approval and processing and it will be forwarded to the appropriate offices.**