

TEXAS A&M UNIVERSITY – KINGSVILLE
PAYROLL OFFICE
TRS ADDITIONAL DAYS FORM

This form was created to comply with the 2011-2012 TRS reporting changes. A member must work in a TRS eligible position or receive paid leave from a TRS eligible position at least 90 days during the school year to receive a year of service credit. The number of days available to work in a month are automatically reported for these employees. **Additional days worked can be reported if the employee “worked more than 5 days in one week or worked extra days during breaks/summer for that class of employee” (a work week is Monday – Sunday).**

EMPLOYEE

Employee Name _____ UIN _____

Workweek dates _____

Scheduled days worked _____

Additional days worked _____

Supervisors phone # _____

I certify that I worked the additional days indicated above and wish to receive TRS credit for these days.

I understand that any overtime earned during these extra days must still be reported on my timecard and will be banked as compensatory time in Leave Traq as usual (non-exempt employees only).

Employee Signature

Date

DEPARTMENT

I certify that the employee named above worked the days indicated.

Department Supervisor/Manager Signature

Date

Department Head/Chair

Date

PAYROLL

For Payroll Use Only:

Received Form: _____

TRS Month Processed: _____