Extra Pay for Extra Work and TLS

Effective July 1, 2013, Extra Pay for Extra Work time must be reported using TLS. Two additional 'jobs' will be created in TLS to distinguish College Directed hours from Optional Hours. Eligible permanent faculty will receive the 10 days (or a prorated amount depending on full-time equivalency) listed as hours in TLS as shown below;

- EPEW – Optional Hours (6 days)
- EPEW – College Directed (4 days)

You will not be required to enter hours on the days actually worked, but should submit your hours no less than quarterly (this allows the College to better monitor budget status). Therefore, it is possible for more than 8 hours to be recorded in a single day in TLS. This will allow faculty, supervisors and timekeepers to monitor the hours claimed to date, as well as hours remaining for the current fiscal year.

The Primary and Secondary supervisor status will be the same as the permanent job. Whether a Dean, Executive Dean or a Vice-President approves EPEW hours is a departmental decision, so please be aware of the protocol for your department. Hours approved by the appropriate supervisors will be paid on the current pay period.

Reporting hours worked in TLS is NOT a replacement for faculty responsibility to meet documentation requirements to your Dean, Executive Dean or Vice-President.

The current EPEW forms will no longer be accepted by Human Resources or Payroll.

Please contact the Executive Dean of Financial Services, John Ginther (jginther@bates.ctc.edu) or the Payroll department (payroll@bates.ctc.edu) if you have any questions.