



add_extra_duty_code_to_employees

Table of Contents

add_extra_duty_code_to_employees i

This feature allows the user to mass add type S - Supplemental pay codes to employees. If the employee already has the extra duty code as type S - Supplemental pay, the employee is not included. If the employee is processed, the employee extra duty record, XTRA - Extra Duty job code, and distribution records are inserted. The account code on the [Extra Duty](#) table must be valid. If the organization and/or fiscal year is masked, the completed account code, as created by the system for each employee, must be valid. If the organization is masked, the employee's pay campus is used.

- ☐ In the **Add Extra Duty Code** field, click ▼ to select the type S - Supplemental pay extra duty code.
- ☐ In the **Amount** field, type the dollar value of the extra duty assignment.
- ☐ In the **Remain Amt** field, type an amount remaining for this extra duty code.

Note: If the organization and/or the fiscal year are masked (containing Xs), the completed account code as created by the system for each employee must be valid. If the organization is masked, the employee's pay campus is used.

- ☐ In the **Remain Pymts** field, the user can type the number of payments remaining for this extra duty code.