



Extra Duty Account Type Details - Hours/Pay

Table of Contents

Extra Duty Account Type Details - Hours/Pay i
Extra Duty Account Type Details - Hours/Pay 1

Extra Duty Account Type Details - Hours/Pay

There are three types of extra duty:

- The amount is a supplement to the employee's salary (account type S) that displays on the employee Pay Info tab. When this type is selected, the system automatically adds an XTRA DUTY job to the Job Info tab and distribution records must be created.
- The amount is a supplement to the employee's gross salary (account type G) and must be manually included in the contract amount of one of the selected jobs.
- The amount is created as a transmittal (account type G or S) on the Extra Duty tab in the Hours/Pay Transmittals window. When this type is selected, no XTRA DUTY job is added to the Job Info tab.

Creating Extra Duty Transmittals in Hours/Pay Transmittals

When creating extra duty transmittals, the **Extra Duty Code** field selection can be used which would populate information based on what is on the Extra Duty Table tab.

- The **Extra Duty Amt**, **Account Code**, **Work Cmp**, and **Standard Gross Cd** fields can all be modified.
- The grant code is displayed based on what exists in the Fund to Grant Table.
- The user can also determine if the amount should be included as part of the standard gross or if it is supplemental only.
- These transmittals are displayed as supplements on the Earnings Register, Calendar YTD, paycheck, and other reports.
- These transmittals are not displayed as contract salary payments on the Addendum.