extraduty_body

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Set up extra duty salary data:

Field	Description
Simulation Name	Type the name of a simulation or click ⋮ to select the simulation name from a list.
Simulation Description	Type a description of the current simulation or click ⋮ to select the simulation description from a list. The field can be a maximum of 30 characters.

❑ Under **Records**:

Sim Name	Displays the simulation name as entered in the **Simulation Name** field at the top of the page.
Descr	Displays the simulation description as entered in the **Simulation Description** field at the top of the page.
Extra Duty Cd	Type the appropriate extra duty code for the current simulation, or click ⋮ to select the extra duty code from a list.

❑ Click **Retrieve**. The extra duty code data is displayed.

❑ Click **Extra Duty** to select an extra duty code from the Extra Duty lookup. Or, create new entries to be included in the simulation phase.

❑ Under **Modify**, select either of the following criteria to modify extra duty salaries:

- **By Percent**
- **By Dollar Amt**

❑ Under **Salary**:

Amount	Type the dollar or percentage value to increase a salary. The dollar amount can be a maximum of six digits (e.g., 9999.99).

❑ Click **Default** to apply the amount entered in the **Amount** field to each salary.

Note: Only the rows without a value in the **% Increase** or **Amount Increase** columns are affected when applying the default values.

❑ Click **+Add** to add a row.