



createextradutycodes

Table of Contents

createextradutycodes i

Personnel > Tables > Salaries > Extra Duty

Create an extra duty code for each TRS position code that will be used to pay additional summer school duties.

The screenshot shows the 'EXTRA DUTY' tab in the 'Tables > Salaries' interface. The table contains the following data:

Delete	Code	Description	Amount	Include in Dock Rate	TRS Position Cd	Use for ST OT	Display in WJ
	SA	SUMMER AIDE	0.00	<input type="checkbox"/>	03 Support staff	<input type="checkbox"/>	<input type="checkbox"/>
	SB	SUMMER BUS	0.00	<input type="checkbox"/>	04 Bus driver	<input type="checkbox"/>	<input type="checkbox"/>
	SN	SUMMER NUTRITION	0.00	<input type="checkbox"/>	07 Food service worker	<input type="checkbox"/>	<input type="checkbox"/>
	SP	SUMMER PROF	0.00	<input type="checkbox"/>	09 Summer School	<input type="checkbox"/>	<input type="checkbox"/>
	SS	SUMMER TEACHER	0.00	<input type="checkbox"/>	09 Summer School	<input type="checkbox"/>	<input type="checkbox"/>
	T1	TECH STIPEND	1,000.00	<input type="checkbox"/>	03 Support staff	<input type="checkbox"/>	<input type="checkbox"/>
	T2	TRANSPORT REPAIR	5,000.00	<input type="checkbox"/>	04 Bus driver	<input type="checkbox"/>	<input type="checkbox"/>
	Z1	1 TIME COVID TEC	5,000.00	<input type="checkbox"/>	01 Professional staff	<input type="checkbox"/>	<input type="checkbox"/>

Note: The following should be selected on all extra duty codes with TRS position code 09 - Summer School:

- Under **Wholly Separate**, select *Y Yes*.
- Under **Exp 373**, select *N Account not used in ASB distr.*

The screenshot shows a form with three columns of dropdown menus. The first column contains '79 Other Supplemental' with 'Y Yes' highlighted in yellow. The second column contains 'N No'. The third column contains 'N Account not used in ASB distr.'