



createextradutycodes

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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.

Tables > Salaries Personnel

Save

LOCAL ANNUAL HOURLY/DAILY **EXTRA DUTY** FUND TO GRANT STATE MINIMUM SUBSTITUTE MIDPOINT

Records

Pay Acty: ALL Retrieve Print

Wholly Sep: All

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"/>

First 8 / 8 Last Add

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.*