



createextradutytransmittals

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Payroll > Maintenance > Hours/Pay Transmittals > Extra Duties

Enter the summer school payments using the extra duty code set up in your extra duty code table.

Note: Do not select the **Expense 373** check box.

| Delete | Emp Nbr | First Name | Middle Name | Last Name | Standard Gross | Job Code | Extra Duty Cd | Account Code | Extra Duty Amt | Expense 373 |
|--------|---------|------------|-------------|-----------|---------------------|----------|---------------|---------------------------|----------------|--------------------------|
| | 000025 | ADRIENNE | JOHN | ALFORD | S Regular suppl pay | XTRA | 92 - SUMMER | 199-11-6119.00-001-324000 | 500.00 | <input type="checkbox"/> |