



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** checkbox.

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"/>