trsprocessing_payrollhistory_extraduty

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This section is collapsed by default. Click **Extra Duty** to expand the section.

This section allows you to change how extra duty is reported for a TRS reporting period.

The extra duty code table for the selected **TRS Month** and **TRS Year** is displayed. Only S type extra duties are displayed.

Field	Description
Extra Duty Code	The extra duty code and description from the Human Resources > Tables > Salaries > Extra Duty tab for the selected TRS reporting month and year is displayed.
Expense 373	Select if the employee is eligible for the expense 373 state minimum expenditure. Otherwise, leave blank. **Note**: If **Expense 373** is selected, it is included in the **Gross** field in Maintenance > TRS YTD Data under **TRS Deposit Information** and is not included in the **Suppl Salary** field. It is included in the calculation of Adjusted TRS Salary for the TRS 373 Report (HRS4000). If **Expense 373** is not selected, it is included in the **Gross** and **Suppl Salary** fields on the Maintenance > TRS YTD Data page under TRS Deposit Information but is not included in Adjusted TRS Salary on the TRS 373 Report.
TRS Position Code	Click ⌄ to select one of the following TRS position codes. 01 - Professional staff 02 - Teacher, librarian 03 - Support staff 04 - Bus driver 05 - FT nurse/Counselor 06 - Peace Officers 07 - Food service worker

If an employee is paid using the specified extra duty code, **Expense 373** is selected, a **TRS Position Code** is not selected, and the employee is subject to state minimum, then the extra duty amount is included in the TRS 373 calculations using the TRS position code of the employee's primary job.

If a **TRS Position Code** is selected on this page, it is used for reporting the pay associated to the extra duty code. If **Expense 373** is selected and the **TRS Position Code** is *01*, *02*, or *05*, then the amount is included in the TRS 373 calculations where applicable.

If **Expense 373** is not selected for an extra duty code but the **TRS Position Code** is *01*, *02*, or *05*, then the pay associated to the extra duty code is not included in the TRS 373 calculations; however, it is included in the Non-OASDI calculations.

Example: A teacher teaching summer school is paid using an extra duty stipend, **Expense 373** should not be selected in the Payroll History extra duty table and the appropriate **TRS Position Code** (*01*, *02*, or *05*) should be selected.