



# extraduties



# Table of Contents

<b>extraduties</b> .....	i
<b>Extra Duties - HRS3300</b> .....	1



# Extra Duties - HRS3300

## Human Resources > Maintenance > Hours/Pay Transmittals > Extra Duties

This tab is used to create the transmittals for the extra duties that are assigned to the employees and to track the pay associated with these assignments. Note that the transmittal records cannot be changed after a payroll has been run. This tab consists of a grid at the top and a free-form area at the bottom. Note: When entries are made on the Maintenance > Leave Account Transaction > Employee Substitute tab for the employee and the associated substitute, extra duty transmittals are automatically created for the substitute.

- If changes are made to the amount in the extra duty transmittal for the substitute and the pay date for the employee has not been processed, the amount changes the employee's leave transaction to reflect the change in the amount paid to the substitute.
- If the substitute used for the employee on the Maintenance > Leave Account Transaction > Employee Substitute tab needs to be changed or deleted and the employee's pay date has not been processed, change or delete the transaction from the Maintenance > Leave Account Transaction > Employee Substitute tab. The system changes or deletes the substitute transaction on the Extra Duty tab.
- If the employee's pay date has been processed and the substitute's extra duty transmittal needs to be changed, the system allows a change in the amount, but does not allow the transaction to be deleted. A negative transaction for the substitute for the same amount and accounts must be added to offset the transaction.
- If a transaction is added on the Extra Duty tab for the substitute, the Employee Substitute Report does not reflect the employee/substitute relationship, nor is the employee's pay reduced if docking by substitute amount is used.

**Note:** Entries on this page are processed when selecting Regular Payroll or Supplemental Payroll in the Run Payroll process. However, entries with a Y in the Standard Gross Cd field are not processed for a supplemental payroll.


### Create an extra duty transmittal:

Under **Retrieval Options**, enter any of the following criteria:

Field	Description
<b>Pay Date</b>	Click <input type="button" value="v"/> to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
<b>Department</b>	Type the correct department code, or leave blank to select all.
<b>Campus</b>	Click <input type="button" value="v"/> to select a campus code.
<b>Job Code</b>	Click <input type="button" value="v"/> to select a job code.

Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

<b>Job Code</b>	Displays the code for the employee's job assignment. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
<b>Account Code</b>	Type an account code against which the selected employee is authorized to charge. As you type data, a drop-down list of corresponding account codes is displayed. Select an account code.
<b>Abs Deduction Amt</b>	Highlight the default amount, and then type a negative amount to be deducted for absences. The amount is subtracted from the employee's gross pay.  <b>Example:</b> If the absence deduction amount is positive, the amount is added to the employee's pay check. If the absence deduction amount is negative, the amount is reduced from the employee's pay check.
<b>Serv Rec Days Ded</b>	Highlight the default amount, and then type a negative number of days to deduct from the employee's service record. Use caution when editing this field because once it is updated and processed, you cannot change the number of days. When service records are created, amounts in this field are calculated and reduce the number of days employed accordingly. Since the absence deduction is not associated with any particular leave, the program assumes that it is to affect the leave types selected as state leave on the HR Options page.
<b>Salary Adjust</b>	
<b>Actual Hrs</b>	Type the number of actual hours worked for the variable hour employee. The actual hours worked value can be a negative or positive number. <b>Notes:</b>  The requirements for determining the actual hours worked by an employee should be defined by an LEA policy.  The <b>Absence Ded</b> field and the <b>Actual Hrs</b> field values must reflect the same sign (+/-).  Positive actual hours are added to the total hours and negative actual hours are subtracted from the total hours.
<b>Actual Date</b>	Type the actual date that represents the pay period for a variable hour employee in the MMDDYYYY format. The requirements for determining the actual date for an employee should be defined by a district policy.
<b>Reason</b>	Type a description of the transaction. The reason can be a maximum of 30 characters.
<b>W/C Code</b>	Click  to select the workers' compensation code (e.g., A, B), or leave blank if the coded absence deduction amount is not subject to workers' compensation taxes.
<b>Grant Cd</b>	This field is protected and is automatically populated based on the grant code associated to the fund as defined on the Salaries > Fund to Grant tab.
<b>Expense 373</b>	Select if the employee is eligible for the expense 373 state minimum expenditure. Otherwise, leave blank.
<b>Suppl Tax</b>	Select to cause the amount to be taxed at the supplemental tax rate rather than the regular tax rate. This applies to the taxable amount only. Otherwise, leave blank.
<b>Campus</b>	Displays the number of the primary campus where the employee is assigned. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
<b>Dept</b>	Displays the department code where the employee is assigned. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.

<b>Pay Type</b>	Displays the type of pay for the selected employee. The code is assigned on the Maintenance > Staff Job/Pay Data > Job Info tab.
<b>Pay Rate</b>	Displays the employee's hourly pay rate from the Salaries table.
<b>User ID</b>	Displays the name of the individual who made the last change to the employee records.

To retrieve another employee, click **+Add**. A new row is provided, with the cursor in the **Emp Nbr** field.

<b>Emp Nbr</b>	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .
----------------	---

Click **Duplicate Selected** to duplicate coded absence deduction transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

Click **OK** to duplicate the coded absence deduction transactions for those pay dates.

Click **Save**.

Click **Duplicate All** to duplicate coded absence deduction transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.








Click **OK** to duplicate the coded absence deduction transactions for those pay dates.

Click **Save**.

Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or

after existing transactions are retrieved.

**Other functions and features:**

<b>Retrieve</b>	<p><a href="#">Retrieve data.</a></p> <p>The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b>, any unsaved changes are lost.</p>
	<p><a href="#">Delete a row.</a></p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>
<b>Print</b>	<p><a href="#">Print the Coded Absence Deduction Transmittal List.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.          Click  to go back one page.          Click  to go forward one page.          Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.          Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.          Click <b>X</b> to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p>