



ASCENDER GUIDES



**extraduty**



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# Extra Duty - HRS2300

**Human Resources > Tables > Salaries > Extra Duty**

This tab is a user-defined table and is used to establish the pay rates for part-time functions required at each campus or district.

## Retrieve existing extra duty rate data:

Under **Records**, enter one of the following:

Field	Description
<b>Pay Acty</b>	Click <input type="button" value="v"/> to select a pay activity from the drop-down list.
<b>Wholly Sep</b>	Click <input type="button" value="v"/> to select from the drop-down list.

**Note:** To retrieve all extra duty data, leave the fields blank.

Click **Retrieve**. The extra duty data is displayed.


## Set up extra duty rate data:

<b>Code</b>	Type the two-character extra duty code.
<b>Description</b>	Type the name that best describes the code. The field can be a maximum of 16 characters.
<b>Account Code</b>	

Click **Save**.

## Other functions and features:

<b>Retrieve</b>	<a href="#">Retrieve data.</a> 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.
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<b>Print</b>	<p><a href="#">Print the salary table data.</a> Click to print the salary table data. The following salary table options are displayed: <b>Current Tab Page</b> - prints only the tab page currently open. <b>Selected Salary Tables</b> - displays the following Current Year Salary Table Selection options: Local Annual Hourly/Daily Extra Duty Fund to Grant State Minimum Substitute Midpoint <b>All Salary Tables</b> - prints all the Salaries tab pages. Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab. <a href="#">Review the report.</a></p>
	<p><a href="#">Delete a row.</a> 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>