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
Pay Acty	Click ⌄ to select a pay activity from the drop-down list.
Wholly Sep	Click ⌄ 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:

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

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.

Print	Print the salary table data.
	Click to print the salary table data. The following salary table options are displayed:
	Current Tab Page - prints only the tab page currently open.
	Selected Salary Tables - displays the following Current Year Salary Table Selection options:
	Local Annual
	Hourly/Daily
	Extra Duty
	Fund to Grant
	State Minimum
	Substitute
	Midpoint
	All Salary Tables - prints all the Salaries tab pages.
	Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab.
	Review the report.
🗑	Delete a row.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
	Click **Save**.