

Extra Duties - HRS3300

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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.

Extra duty account type details - hours/pay

Create an extra duty transmittal:

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

Field	Description
Pay Date	Click ⌄ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Department	Type the correct department code, or leave blank to select all.
Campus	Click ⌄ to select a campus code.
Extra Duty	Click ⌄ to select an extra duty 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.

Standard Gross Cd	Click ⌄ to select whether pay from the extra duty position is considered supplemental pay or is part of the employee's standard gross pay. If S is selected, the amount is recorded as supplemental salary in the employee's calendar, school, and TRS YTD records. (TRS YTD is based on the expense 373 selection for the transmittal.) The resulting distribution history record is created as an S type. If Y is selected, the following occurs: The **Job Code** field is no longer protected and the user can select a job code to be used for the transmittal. The transmittal cannot be saved if the job code is still set as XTRA. The **Suppl Tax** field is protected and cannot be changed. The **Campus**, **Dept**, **W/C Cd**, **Pay Type**, and **Pay Rate** fields are changed to be reflective of the job code selected. The amount is recorded as standard gross salary in the contract or noncontract fields of the calendar and school YTD records and as gross salary in the TRS YTD record. The resulting distribution history record is created as a G type. If the district accrues, accruals are not calculated on this transaction. **Note**: The **Standard Gross Cd** *Y A part of std gross* (G- type) cannot be processed with an S-type **Extra Duty Code** and vice versa.
Job Code	Displays the code for the employee's job assignment. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Extra Duty Cd	Type a valid extra duty code against which the selected employee is authorized to work. As you type the data, a drop-down list of corresponding data is displayed. Select the extra duty code you wish to select. If the extra duty code is not known, press F2 (while the cursor is in the **Extra Duty Cd** field). A list of available extra duty codes is displayed. To search for a specific extra duty code, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select an extra duty code from the list. Otherwise, click **Cancel**. **Notes**: When the **Extra Duty Cd** field is changed, the **Account Cd**, **W/C Code**, **Expense 373**, and **Extra Duty Amt** fields default to the values defined on the Tables > Salaries > Extra Duty tab. Once the default values are loaded, the user can edit these, if necessary. The **Standard Gross Cd** *Y A part of std gross* (G- type) cannot be processed with an S-type **Extra Duty Code** and vice versa.

Account Code	Type a valid account code number against which the selected employee is authorized to charge. As you type the account code, a drop-down list of corresponding account codes is displayed. Select an account code. Only expenditures account codes with object 6XXX are allowed. If the account code is not known, place the cursor in one of the account code component fields, and press F2. An Account Code dialog box is displayed. To search for a specific account code component, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select an account code component from the list. Otherwise, click **Cancel**. **Note**: If an employee has multiple account codes in his master record, the **Account Code** field will not populate automatically. Click in the **Account Code** field, and then press the DOWN ARROW key to display the accounts from the master record.
Extra Duty Amt	Type the dollar amount authorized for the extra duty position (hourly or salaried rate). This field can also be used to deduct an overpayment of extra duty by entering a negative amount. This amount is deducted from the employee's supplemental pay.
Expense 373	Select if the extra duty code is eligible for the expense 373 state minimum expenditure. Otherwise, leave blank. • 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.
Actual Hrs	Type the number of actual hours worked for the variable hour employee. The actual hours worked value can be a negative or positive number. **Notes**: The requirements for determining the actual hours worked by an employee should be defined by an LEA policy. Positive actual hours are added to the total hours and negative actual hours are subtracted from the total hours.
Actual Date	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.

Reason	Type a description of the transaction. The reason can be up to 30 alphanumeric characters.
Work Comp	Click ⌄ to select the workers' compensation code (e.g., A, B), or leave blank if the extra duty amount is not subject to workers' compensation taxes.
Grant Cd	This field is protected and is automatically populated based on the grant code associated to the fund as defined on the Tables > Salaries > Fund to Grant tab.
Suppl Tax	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.
Performance Pay	Select to indicate if the amount to be paid for this account should be included in the TRS deposits performance pay calculations.
Apply 457	By default, this field is not selected when a new row is added for an employee. Select to allow the extra duty transmittal to be subject to the 457 deferred compensation alternative retirement plan. The flag applies only when the transmittal is processed as part of a supplemental payroll process and the 457 Def Comp Supplemental Payroll option is selected. The field is not disabled when the **Standard Gross Cd** field is set to Y; however, the check box is cleared when you click **Save**.
Campus	Displays the number of the primary campus where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Dept	Displays the department code where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Type	Displays the type of pay for the selected employee. This code is assigned on the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Rate	Displays the employee's pay rate from the employee's record.
Sub Type	Displays if an extra duty transmittal was created on the Maintenance > Leave Account Transaction > Employee Substitute tab.
User ID	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.

Emp Nbr	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 **Retrieve**. Or, click **Directory** to perform a search in the Employees directory.

Click **Duplicate Selected** to duplicate extra duties 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 extra duties transactions for those pay dates.

Click **Save**.

Click **Duplicate All** to duplicate extra duties 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 extra duties 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:

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.
	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**.

Print	Print the Extra Duty Transmittal List. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. 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 **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.