



ASCENDER GUIDES



Extra Duty - HRS6250

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This tab is used to automatically reference the correct extra duty salary for employees based on their extra duty codes. This table can be utilized to alter simulations for those pay rates for part-time functions required at each campus or LEA (e.g., Cheerleader Sponsor, and UIL events).

You must be logged on to a next year pay frequency to access this utility.

Set up extra duty salary data:

Field	Description
Simulation Name	Click ▼ to select the simulation name entered on the Simulation Options tab.
Description	This field is populated automatically with the simulation description as entered on the Simulation Options tab.

☐ Under **Records**:

Sim Name	Display only and indicates the simulation name as entered in the Simulation Name field at the top of the page.
Descr	Display only and indicates the simulation description as entered in the Simulation Description field at the top of the page.
Extra Duty Cd	Type the appropriate extra duty code for the current simulation, or click ▼ to select the extra duty code from a list. This option limits your selection.

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

☐ Click **Extra Duty** to select an extra duty code(s) from the Extra Duty lookup. Or, create new entries to be included in the simulation phase.

☐ Under **Modify**, select either of the following criteria to modify extra duty salaries:

- **By Percent**
- **By Dollar Amt**

☐ Under **Salary**:

Amount	Type the dollar or percentage value to increase a salary. The dollar amount can be a maximum of six digits (e.g., 9999.99).
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☐ Click **Default** to apply the amount entered in the **Amount** field to each salary.

Note: Only the rows without a value in the **% Increase** or **Amount Increase** columns are affected when applying the default values.

☐ Click **+Add** to add a row.

Extra Duty Cd	Type the extra duty code. The field can be a maximum of two characters.
Description	Type the name that best describes the code. The field can be a maximum of 16 characters.
Account Code	An edit mask allows you to type the full 20-digit account number, mask the organization code, or mask the whole account number. If the organization code is masked, when extra duty is assigned to the employee, the organization code from the employee record would complete the code. If the entire code is masked, when extra duty is assigned to the employee, a complete account code must be entered on the distribution record for the employee.
Activity	Click ▼ to select a PEIMS activity code and corresponding description.
Wholly Sep	Click ▼ to select whether the extra duty salary is subject to the Above State Minimum Salary Calculations of the TRS 373 Report.
Exp 373	Click ▼ to select whether the amount is to be distributed for the above state base.
Acct Type	Click ▼ to select an account type that best identifies the type of salary. The Acct Type field is a required field and must be populated to save entries in the table.
W/C Cd	Click ▼ to select the workers' compensation code.
Incl Suppl Dock Rate	Display only and indicates if the supplemental extra duty amount is included in the simulation or not.

The **Amount** field is populated with the salary amount authorized for this extra duty assignment from the next year extra duty table.

Note: Each row can only be changed by a percent or dollar amount, not both, and if a row previously had a value entered in the **Amount Increase** column, and a value is entered in the **% Increase** column, the **Amount Increase** column changes to zero.

% Increase	Type the percentage of the increase.
Amount Increase	Type the dollar amount of the increase.
New Amount	This field is calculated by the system.
Suppl Extra Days	<p>If the extra duty will be used for extra days that the employee works, type the number of additional days to be used for the simulation.</p> <p>If this field is updated, the amount for any extra days worked is calculated. And, if the supplemental position is tied to the employee's regular position, the amount is calculated based on the daily rate of the regular position.</p>

☐ Click **Refresh Totals** to recalculate the new amounts when a new amount or percent is entered.