change_extra_duty_code_to_another_code

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In the **If Extra Duty Code** field, click ⌄ to select the extra duty code to be changed. The system displays the account type associated with the selected extra duty code (e.g., S - Supplemental pay or G - Standard gross pay).

In the **Change To** field, click ⌄ to select the new extra duty code. The system displays the account type associated with the selected extra duty code (e.g., S - Supplemental pay or G - Standard gross pay).

In the **Amount** field, accept the amount that the system displays based on data in the **Change To** field, or type the dollar value of the extra duty assignment.

In the **Remain Amt** field, if the account type for the extra duty code in the **Change To** field is S - Supplemental pay, this field is active, and the user can type an amount remaining for this extra duty code.

If the extra duty pay code is an account type S - Supplemental pay and has multiple distributions on the Maintenance > Staff Job/Pay Data > Distributions tab, all changes are appropriately distributed across the multiple extra duty account codes according to the existing percentages.

If the previous extra duty pay code was an account type G - Standard Gross pay, the extra duty amount must be manually deducted from the Contract Info, **Total** field on the Maintenance > Staff Job/Pay Data > Job Info tab. If the new extra duty pay code is an account type G - Standard Gross pay, the job amount must be manually added to the Contract Info, **Total** field on the Maintenance > Staff Job/Pay Data > Job Info tab.

In the **Remain Pymts** field, if the account type for the extra duty code in the **Change To** field is S - Supplemental pay, the field is active, and the user can type the number of payments remaining for this code.

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