






extraduty_body

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Set up extra duty salary data:

Field	Description
Simulation Name	Type the name of a simulation or click  to select the simulation name from a list.
Simulation Description	Type a description of the current simulation or click  to select the simulation description from a list. The field can be a maximum of 30 characters.

☐ Under **Records**:

Sim Name	Displays the simulation name as entered in the Simulation Name field at the top of the page.
Descr	Displays 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.

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

☐ Click **Extra Duty** to select an extra duty code 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.



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