



setupepwjoptionsforextraduty

Table of Contents

[Personnel > Tables > Salaries > Extra Duty](#)

Set up the following WorkJournal options to determine how employees enter their time based on the work week, time conversion table, and pay type when creating WorkJournal entries in EmployeePortal.

Select the following to identify which extra duties will use standard overtime rates and be displayed for WorkJournal in EmployeePortal.

Use for ST OT	Select to indicate that the extra duty code will use the standard overtime rate in WorkJournal. This field is only enabled for G-type and S-type extra duty codes.
Display in WJ	Select to display the extra duty code in WorkJournal. This field is only enabled for G-type and S-type extra duty codes.

Click **Save**.



Back Cover