



# **createextradutytransmittals**



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Human Resources > Maintenance > Hours/Pay Transmittals > Extra Duties

Enter the summer school payments using the extra duty code set up in your extra duty code table.

**Note: Do not** select the **Expense 373** checkbox.

Maintenance > Hours/Pay Transmittals SessionTimer: 59 min and 41 sec HRS3300 Co

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**Retrieval Options**  
 Pay Date: 06-25-2020 Campus: All  
 Department: Extra Duty: All

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Delete	Emp Nbr	First Name	Middle Name	Last Name	Standard Gross	Job Code	Extra Duty Cd	Account Code	Extra Duty Amt	Expense 373	Actual
	000012	ALICIA	LYNN	ADKINS	S Regular suppl pay	XTRA	SP - SUMMEF	199-23-6119.00-101-099000	750.00	<input type="checkbox"/>	
	000048	ANGELA	L	BATES	S Regular suppl pay	XTRA	SS - SUMMER	199-11-6119.00-001-011000	500.00	<input type="checkbox"/>	
	000034	AMY	A	AUSTIN	S Regular suppl pay	XTRA	SA - SUMMEF	199-11-6129.00-101-011000	350.00	<input type="checkbox"/>	
	000548	KIMBERLY	LEE ANN	LUNA	S Regular suppl pay	XTRA	SC - SUMMEF	240-35-6122.00-999-099000	250.00	<input type="checkbox"/>	
	000646	MARSHA	B	MURPHY	S Regular suppl pay	XTRA	SB - SUMMEF	199-34-6129.00-999-023000	200.00	<input type="checkbox"/>	



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