




# **trsprocessing\_payrollhistory\_extraduty**



# Table of Contents



Field	Description
<b>Extra Duty Code</b>	The extra duty code and description from the Payroll > Tables > Salaries > Extra Duty tab for the selected TRS reporting month and year is displayed.
<b>Expense 373</b>	<p>Select if the extra duty code is eligible for the expense 373 state minimum expenditure. Otherwise, leave blank.</p> <p>If an employee is paid using the specified extra duty code, <b>Expense 373</b> is selected, a <b>TRS Position Code</b> is not selected, and the employee is subject to state minimum, then the extra duty amount is included in the TRS 373 calculations using the TRS position code of the employee's primary job.</p> <p>If a <b>TRS Position Code</b> is selected on this page, it is used for reporting the pay associated with the extra duty code. If <b>Expense 373</b> is selected and the <b>TRS Position Code</b> is <i>01, 02, or 05</i>, then the amount is included in the TRS 373 calculations where applicable.</p> <p>If <b>Expense 373</b> is not selected for an extra duty code but the <b>TRS Position Code</b> is <i>01, 02, or 05</i>, then the pay associated to the extra duty code is not included in the TRS 373 calculations; however, it is included in the Public Education Employer Contribution calculations.</p> <p><b>Example:</b> A teacher teaching summer school is paid using an extra duty stipend, <b>Expense 373</b> should not be selected in the Payroll History extra duty table and the appropriate <b>TRS Position Code</b> (<i>03, 04, 07, or 9</i>) should be selected.</p>
<b>TRS Position Code</b>	<p>Click  to select the applicable TRS member position code:</p> <ul style="list-style-type: none"> <li>• <i>01 - Professional staff</i></li> <li>• <i>02 - Teacher, librarian</i></li> <li>• <i>03 - Support staff</i></li> <li>• <i>04 - Bus driver</i></li> <li>• <i>05 - FT nurse/Counselor</i></li> <li>• <i>06 - Peace Officers</i></li> <li>• <i>07 - Food service worker</i></li> <li>• <i>09 - Summer School</i></li> </ul>

The **Employee History Information** section is expanded by default.

Click **Employee History Information** to collapse the section. This section allows you to change how an employee's payroll history is reported for a TRS reporting period.



## Back Cover