



extraduty

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Human Resources > Tables > Salaries > Extra Duty

Include the short page introduction here.

Modify a record:

Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Print the salary table data. Click to print the salary table data. The following salary table options are displayed: Current Tab Page - prints only the tab page currently open. Selected Salary Tables - displays the following Current Year Salary Table Selection options: Local Annual Hourly/Daily Extra Duty Fund to Grant State Minimum Substitute Midpoint All Salary Tables - prints all the Salaries tab pages. Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab. Review the report.

**Delete a row.**

Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.



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