



ASCENDER GUIDES



extraduty

Table of Contents

Extra Duty - HRS2300 1

Extra Duty - HRS2300

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	<p>Retrieve data.</p> <p>The Retrieve button is also used to retrieve information from the last save. If you click Retrieve, any unsaved changes are lost.</p>
Print	<p>Print the salary table data.</p> <p>Click to print the salary table data. The following salary table options are displayed:</p> <p>Current Tab Page - prints only the tab page currently open.</p> <p>Selected Salary Tables - displays the following Current Year Salary Table Selection options:</p> <ul style="list-style-type: none"> Local Annual Hourly/Daily Extra Duty Fund to Grant State Minimum Substitute Midpoint <p>All Salary Tables - prints all the Salaries tab pages.</p> <p>Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab.</p> <p>Review the report.</p>



[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**.



Back Cover