



**extraduty**



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# Extra Duty - HRS2300

## Human Resources > Tables > Salaries > Extra Duty

This tab is a user-defined table and is used to establish the pay rates for part-time functions required at each campus or district.

### Retrieve existing extra duty rate data:

Under **Records**, enter one of the following:

Field	Description
<b>Pay Acty</b>	Click to select a pay activity from the drop-down list.
<b>Wholly Sep</b>	Click to select from the drop-down list.

**Note:** To retrieve all extra duty data, leave the fields blank.

Click **Retrieve**. The extra duty data is displayed.

Click **Save**.

### Other functions and features:

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



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