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extraduty

Table of Contents

Extra Duty - HRS2300 1

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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
Pay Acty	Click ⌄ to select a pay activity from the drop-down list.
Wholly Sep	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.

Set up extra duty rate data:

Code	Type the two-character extra duty code.
Description	Type the name that best describes the code. The field can be a maximum of 16 characters.
Account Code	

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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Back Cover