



ASCENDER GUIDES



extraduty

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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.
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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 AnnualHourly/DailyExtra DutyFund to GrantState MinimumSubstituteMidpoint <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>
	<p>Delete a row.</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 Save.</p>



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