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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	An edit mask allows you to type the full 20-digit account number, mask the organization code, or mask the whole account number. If the organization code is masked, then when extra duty is assigned to the employee, the organization code from the employee record would complete the code. If the entire code is masked, then when extra duty is assigned to the employee, a complete account code must be entered on the distribution record for the employee. **Note**: When the user is logged on to the current payroll files, the account code validation occurs against the Finance chart of accounts. Type an account code or click ⋮ to display the Account Codes lookup. • To view a list of account code components, place the cursor in one of the account code component fields and click ⋮. • Type the applicable account code components or leave blank for all account codes and click **Search**. A list of available account code components is displayed. • Select an account code from the list. Otherwise, click **Cancel**. Click **OK** when selections are complete. The account code is added to the highlighted row on the Extra Duty tab. When this extra duty is added to the employee's record, the account code validates according to the note above.

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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