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extraduty

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Extra Duty - HRS3400

Human Resources > Utilities > Mass Update > Extra Duty

This tab is used to update extra duty assignments for a number of employees at a single time. Extra duty data may be updated by a variety of criteria including pay type, pay grade, primary campus, and payroll frequency. The Extra Duty tab allows users to add, change, and delete extra duty codes as well as alter the existing dollar amounts associated with the extra duty assignments. Once extra duty assignments are changed and deleted using this page, modifications are reflected in the individual extra duty records.

Mass update extra duty:

Under **Parameters**, select which employees and records are to be copied to the current year.

Field	Description
Pay Status	Select whether active, inactive, or both groups are to be included in the process.
Pay Type	Click ⌄ to select the one-digit pay type to be included in the process. The system is set to All.
Job Code	Click ⌄ to select the four-digit job code to be included in the process. The system is set to All.
Accrual Code	Click ⌄ to select the one-character accrual code to be included in the process. The system is set to All.
Pay Grade	Type the three-digit pay grade to be included in the process.
Prior Yr Emp Date	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
Primary Campus	Click ⌄ to select the three-digit primary campus to be included in the process. The system is set to All.
Pay Campus	Click ⌄ to select the three-digit pay campus to be included in the process. The system is set to All.
Contract Begin Date	Click ⌄ to select the exact contract begin date to be included in the process.
Contract End Date	Click ⌄ to select the exact contract end date to be included in the process.
Contract Months	Type the contract months to be included in the process.
Payoff Date	Click ⋮ to select the payoff date to be included in the process.
Payroll Freq	Click ⌄ to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.

Field	Description
Salary Concept	Click to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
Extract ID	Click to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info tab before they can be selected using this function.
Employee Nbr	If you want to update data for only one employee, type the employee number, if known. If the employee number is not known or multiple employees are needed, click to select employees.

Under **Method**, select the extra duty changes to implement:

Change Extra Duty Code to Another Code	In the **If Extra Duty Code** field, click to select the extra duty code to be changed. The system displays the account type associated with the selected extra duty code (e.g., S - Supplemental pay or G - Standard gross pay). In the **Change To** field, click to select the new extra duty code. The system displays the account type associated with the selected extra duty code (e.g., S - Supplemental pay or G - Standard gross pay). In the **Amount** field, accept the amount that the system displays based on data in the **Change To** field, or type the dollar value of the extra duty assignment. In the **Remain Amt** field, if the account type for the extra duty code in the **Change To** field is S - Supplemental pay, this field is active, and the user can type an amount remaining for this extra duty code. If the extra duty pay code is an account type S - Supplemental pay and has multiple distributions on the Maintenance > Staff Job/Pay Data > Distributions tab, all changes are appropriately distributed across the multiple extra duty account codes according to the existing percentages. If the previous extra duty pay code was an account type G - Standard Gross pay, the extra duty amount must be manually deducted from the Contract Info, **Total** field on the Maintenance > Staff Job/Pay Data > Job Info tab. If the new extra duty pay code is an account type G - Standard Gross pay, the job amount must be manually added to the Contract Info, **Total** field on the Maintenance > Staff Job/Pay Data > Job Info tab. In the **Remain Pymts** field, if the account type for the extra duty code in the **Change To** field is S - Supplemental pay, the field is active, and the user can type the number of payments remaining for this code.

Change Existing Extra Duty Code Information	**Note**: If the existing extra duty code is associated with an account type G - Standard Gross pay, the process updates the Amount field on the Maintenance > Staff Job/Pay Data > Pay Info tab. If the existing extra duty code is associated with an account type S - Supplemental pay, the process updates the **Amount**, **Remain Amt**, and **Remain Pymts** fields on the Maintenance > Staff Job/Pay Data > Pay Info tab and the related distribution records on the Maintenance > Staff Job/Pay Data > Distributions tab according to the distribution percentages. In the **If Extra Duty Code** field, click ⌄ to select the extra duty code to be changed. The system displays the account type associated with the selected extra duty code (e.g., S - Supplemental pay or G - Standard gross pay). In the **Amount** field, type the dollar value of the extra duty assignment. In the **Remain Amt** field, if the account type for the extra duty code is S - Supplemental pay, this field is active, and the user can type an amount remaining for this extra duty code. **Note**: If the extra duty pay code is an account type G - Standard gross pay, the extra duty amount must be manually deducted from the Contract Info, **Total** field on the Maintenance > Staff Job/Pay Data > Job Info tab. If the new extra duty pay code is an account type G - Standard gross pay, the job amount must be manually added to the Contract Info, **Total** field on the Maintenance > Staff Job/Pay Data > Job Info tab. In the **Remain Pymts** field, if the account type for the extra duty code is S - Supplemental pay, the field is active, and the user can type the number of payments remaining for this code.
Delete Extra Duty Code from Employees	The list of extra duty codes associated with the employee are displayed showing the extra duty code, description, and account type (e.g., S - Supplemental pay or G - Standard Gross pay). Locate the extra duty code that needs to be deleted. Select the **Delete** field for each code that needs to be removed. **Note**: Extra duty pay codes that are account type G - Standard gross pay must have the extra duty amount manually deducted from the **Total** field on the Job Info tab. Extra duty pay codes that are account type S - Supplemental pay are automatically removed from the XTRA - Extra Duty job code on the Distributions tab. When all extra duty pay codes that are account type S - Supplemental are deleted, the XTRA job code is automatically removed from the Maintenance > Staff Job/Pay Data > Job Info tab and the Maintenance > Staff Job/Pay Data > Distributions tab.
Add Extra Duty Code to Employees	

Click **Execute**. The system displays the report.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.

Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Process** to accept the changes and continue. If you click **Process**, you have the option to print parameter criteria.

- Click **Yes** to print the parameters selected for this update.
- Click **No** to continue.

A message displays asking if you would like to create a system backup. A backup is

Create a backup.

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.

If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.
Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.

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Other functions and features:

Click **Reset** to reset all previously selected parameter options to the default.

Click **Cancel** to close the Mass Update page.


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