



ASCENDER GUIDES



Extra Duty - HRS8200

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Human Resources > Utilities > Salary Simulation > Extra Duty

This tab is used to automatically reference the correct extra duty salary for employees, based on their extra duty codes. This table can then be utilized to alter simulations for those pay rates for part-time functions required at each campus or district (e.g., Cheerleader Sponsor, UIL events).

Set up extra duty salary data:

Under **Records**:

Field	Description
Simulation Name	Click ▼ to select the simulation name entered on the Simulation Options tab.
Description	This field is populated automatically with the simulation description as entered on the Simulation Options tab.
Pay Activity	Click ▼ to select the appropriate pay activity for the current simulation. This option limits your selection. Note: In addition, you can click the Extra Duty button to retrieve and select multiple pay grades from the extra duty table, or create new entries to be included in the simulation phase.

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

Under **Modify**, select either of the following criteria to modify extra duty salaries:

- **By Percent**
- **By Dollar Amt**

Under **Salary**:

Amount	Type the dollar or percentage value to increase a salary. The dollar amount can be a maximum of six digits (e.g., 9999.99).
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Click **Default** to apply the amount entered in the **Amount** field to each salary.

Note: Only those rows that have no value in the % **Increase** or **Amount Increase** columns are affected when applying the default values.

Click **+Add** to add a row.

Code	Type the extra duty code. The field can be a maximum of two characters.
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, 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, when extra duty is assigned to the employee, a complete account code must be entered on the distribution record for the employee.
Activity	Click  to select a PEIMS activity code and corresponding description.
Wholly Sep	Click  to select whether the extra duty salary is subject to the Above State Minimum Salary Calculations of the TRS 373 Report.
Exp 373	Click  to select whether the amount is to be distributed for above-state base.
Acct Type	Click  to select an account type that best identifies the type of salary. The Acct Type field is a required field and must be populated to save entries in the table.
W/C Cd	Click  to select the workers' compensation code.

The system populates the **Amount** field with the salary amount authorized for this extra duty assignment from the Extra Duty NYR table.

Note: Each row can only be changed by a percent or dollar amount, not both, and if a row previously had a value entered in the Amount Increase column, and now a value is entered in the % Increase column, the **Amount Increase** column changes to zero.

% Increase	Type the percentage of the increase.
Amount Increase	Type the dollar amount of the increase.
New Amount	This field is calculated by the system.

Click **Print** to display the Simulation Extra Duty Salary Tables.

[Review the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  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.

Other functions and features:

	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.
Reset	Click to reset the % Increase and Amount Increase columns to zero for the selected row. A range of rows can be selected by pressing SHIFT or ALT.



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