

Extra Duty - HRS2300

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Personnel > Tables > Salaries > Extra Duty

This tab has the freeze pane functionality, which freezes the **Delete**, **Code**, and **Description** columns when using the horizontal scroll bar to scroll left and right to reveal additional columns.

This tab is a user-defined table used to establish the pay rates for part-time functions required at each campus or LEA.

Extra Duty Account Type Notes

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.
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. Notes
Exp 373	Click ⌄ to select whether the amount is to be distributed for Above State Base.
Acct Type	Click ⌄ to select from the list of account types that best identify the type of salary. This field is required and must be populated to save entries in the table. The account type cannot be changed if the extra duty code has already been used in the distribution history table. Notes
W/C Code	Click ⌄ to select the workers' compensation code.
Amount	Type the salary amount authorized for this extra duty assignment.
Include in Dock Rate	Select to include the extra duty amount when processing calculations. This is for G-type supplements only. S-type supplementals are "extra" and cannot be included in the dock rate.
TRS Position Cd	This field is only enabled if the **Acct Type** field is set to *S Supplemental pay*. Click ⌄ to select the TRS position code for the selected extra duty code. *01 - Professional staff* *02 - Teacher, librarian* *03 - Support staff* *04 - Bus driver* *05 - FT nurse/Counselor* *06- Peace Officers* *07 - Food service worker* *09 - Summer School*
Use for ST OT	Select to indicate that the extra duty code will use the standard overtime rate in WorkJournal. This field is only enabled for S-type extra duty codes and can only be selected for one S-type extra duty code.

Display in WJ	*(This field will be used in future development. Currently, only primary job codes are used in WorkJournal.)* Select to display the extra duty code in WorkJournal. This field is only enabled for G-type and S-type extra duty codes.

❑ Click **Save**.

Note: If you changed the workers' compensation code and the extra duty code has been applied to employees through the Pay Info tab and the account type for the extra duty code is S, a message box is displayed asking if you would like to update the employees' master pay distribution records. If you choose not to update the employees' records, only the table record is changed.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	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.
	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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