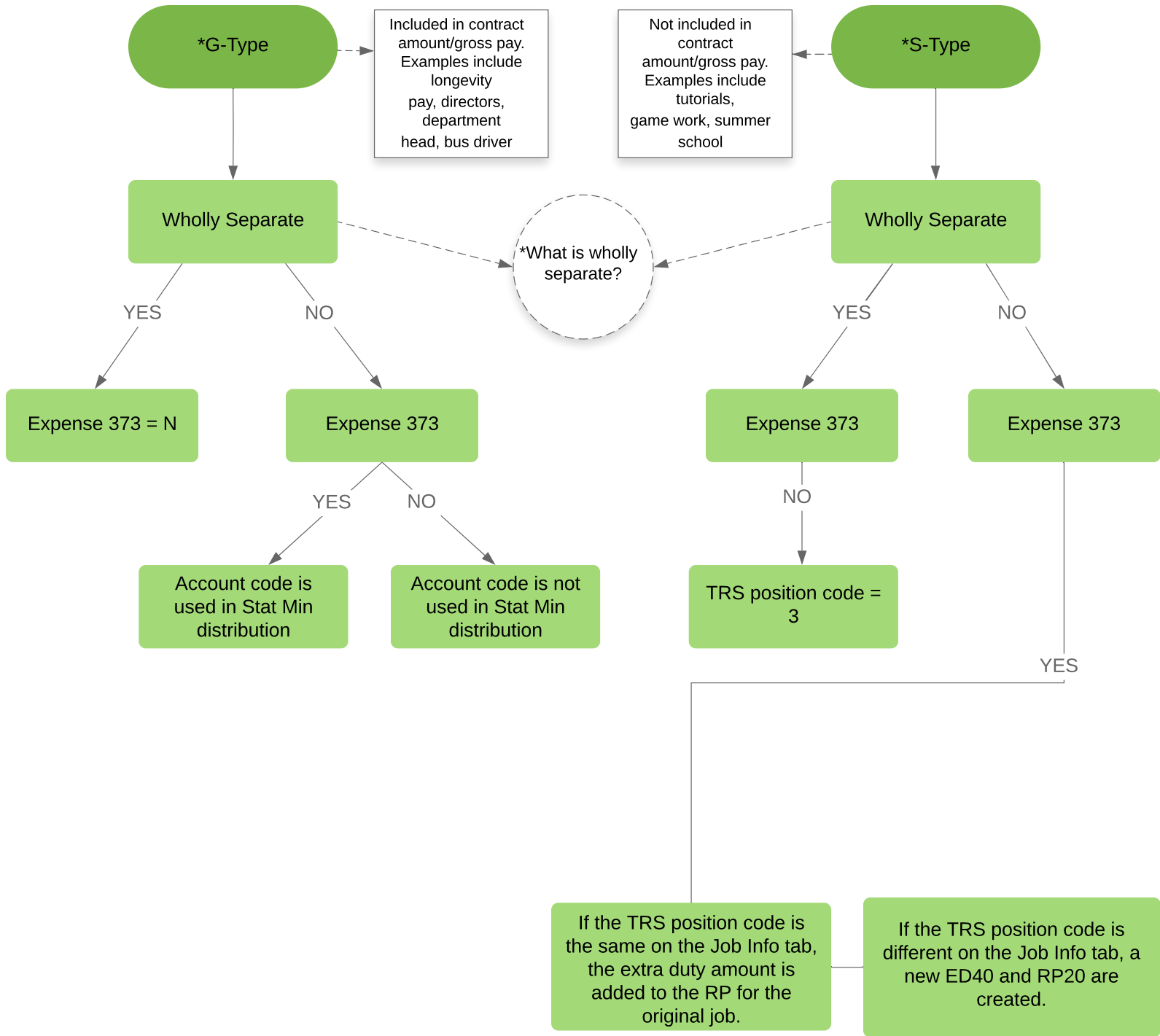


# Extra Duty Table Decision Flow Chart

\*Click for more information.



**Note:** In some cases, it may be necessary to create multiple extra duty codes for similar extra duties if you plan to tie them to separate TRS position codes.

For example, if an LEA has a teacher who receives a cheerleading sponsor stipend at the high school and then has a counselor who receives the cheerleading sponsor stipend at the middle school, you should create two separate extra duty codes in the Extra Duty table; one with TRS position code 02 (teacher) and the other with TRS position code 05 (counselor). If only one extra duty code is set up and it is tied to TRS position code 02 (teacher), then the RP records for the counselor will be incorrect and the stat min will be incorrectly calculated.

## Extra Duty Setup Chart

Type	Wholly Separate	Expense 373	Account Code Action	RP Action	Notes
G	N	N	Included in Stat Min calculations, the account is not used in distribution	The extra duty amount is added to the RP for the primary job and included in the Stat Min calculations on applicable positions.	<b>Example:</b> The LEA does not want coaching acct (function 36) to be charged in Stat Min distribution.
G	N	Y	Included in Stat Min calculations (if applicable), the account is used in distribution	The extra duty amount is added to the RP for the primary job and included in the Stat Min calculations on applicable positions.	<b>Example:</b> The LEA may want the account code associated with a CTE stipend charged to help meet the 55% expenditure requirement.
G	Y	N	Not included in Stat Min calculations	A separate RP is created with TRS Position Code 03 (Support Staff-Other).	<b>Example:</b> For a teacher who also drives a bus, it is recommended to build a separate job, but could be set up this way.
S	N	Y	Included in Stat Min calculations and distribution	The extra duty amount is added to the RP for the primary job and included in the Stat Min calculations.	This setup should only be used for employees who are subject to Stat Min. The assigned TRS Position should match the Primary Job.
S	Y	N	Not included in Stat Min distribution (not included in Stat Min calculations)	If the TRS position code matches the Job, the amount is added. If not, a new ED40 and a separate RP is created.	

### Expense 373 field notes:

- For G-Type extra duties, the program references the TRS position code assigned to the Primary Job to determine whether or not to calculate the Stat Min (**TRS position codes 01** (Professional/Administrative), **02** (Teacher, Full-Time Librarian), and **05** (Full-Time Nurse/Counselor) are subject to Stat Min.) The **Expense 373** field is used solely to determine whether or not to expense part of the Stat Min contribution to the account code assigned to the extra duty.
- For S-Type extra duties, the program uses the **Expense 373** field to determine whether or not to include the payment in the Stat Min calculations. If the payment should be included (**Exp 373** is set to Y), part of the Stat Min contribution automatically expenses to the account code assigned to the extra duty. If the payment is not included (**Exp 373** set to N), the amount is NOT included in the Stat Min calculations. The account code assigned to the extra duty would not be used in the distribution unless it is used on the employee's Distribution tab as part of their other jobs.