

Extra Duties in Next Year Payroll

There are two types of extra duties: **Account Type S** and **Account Type G**.

S Types are considered supplemental and not generally part of the work agreement. An example would be UIL sponsor. You may have hired the employee as a Math teacher. If he agrees to also be the UIL sponsor, we will pay him gratefully. But if he changes his mind, we will still keep him as a teacher and just re-assign the supplemental extra duty.

G Types, on the other hand, are generally considered part of their contract and included in the base contract. For example, we hire an employee to be a teacher *AND* coach. While the coaching part of their job may be considered extra, it comes as a package deal. If they can only coach or only teach, we are probably going to look for someone else.



Sign into File ID N



To Add an Extra Duty for the First Time -

Extra Duty Pay Code: Account Type S

The amount is a supplement to the employee's salary and displayed as supplemental transactions on reports. Type S is not included in the employee's contract total. It can be paid monthly or in one/two payments etc.

_____1. From **Maintenance > Staff Job/Pay Data > Pay Info Tab,**

- Click on +Add.
- Use the ellipsis button to **add the desired S Type Extra Duty** under the Extra Duty Pay Code.
- The system will populate the *Amount* field based on the information provided in the Extra Duty table.
- Complete the *Remaining Amount*
- Complete the *Remaining Payments* fields.

Note: **Do not save at this time. You will need to complete information across the tabs before saving.

Human Resources
Version: 3.2 Build: 0354
User: pprovan Host: 10.52.4.141 Browser: FF 56.0

Maintenance > Staff Job/Pay Data
SessionTimer: 58 min and 32 sec
HR53100

Employee: 000433 : BULLOCK, SANDRA

Employment Info | Pay Info | Job Info | Distributions | Deductions | Leave Balance

Pay Status: 1 Active
Pay Campus: 700 GENERIC
Pay Dept:
Dock Rate: 0.000

FICA Eligibility: M Subject to medicare
Tax Exempt:
Unemployment Elig:
EIC Code: 1 Not eligible

TRS: Status: 1 Eligible
Begin Date: 01-01-2000
End 90 Day Period: 00-00-0000

FSP Staff Salary Data: Health Ins Code: Y Eligible participating
FSP Staff Data Code: F Full-Time

Totals: State Min. Salary: 50,772.00
Extra Duty: 9,200.00
Contract Amt: 51,225.00
Contract Balance: 51,225.00

Delete	Extra Duty Pay Code	Type	Amount	Remain Amt	Remain Pymts
	04 - TEXTBOOK COORDIN	S	3,000.00	1,000.00	4
	16 - TECHNOLOGY DIREC	S	3,000.00	1,000.00	4
	33 - LOCAL INCREASE	S	2,000.00	800.00	4
	01 - CHEERLEADER	S	1,200.00	1200.00	12

Refresh Type/Amount + Add

2. **Verify** that an “XTRA - Extra Duty” job is displayed at **Maintenance > Staff Job/Pay Data > Job Info Tab**. There is no need to complete any additional information on the Job Info tab.

Note: If multiple extra duty jobs are selected on the Pay Info tab, only one XTRA - Extra Duty job is displayed on the Job Info tab.

Human Resources
Version: 3.2 Build: 0354
User: pprovan Host: 10.52.4.141 Browser: FF 56.0

Maintenance > Staff Job/Pay Data
SessionTimer: 59 min and 35 sec
HR53

Employee: 000433 : BULLOCK, SANDRA

Employment Info | Pay Info | Job Info | Distributions | Deductions | Leave Balance

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
	<input checked="" type="checkbox"/>	0907 - TECHNOLOGY COORDINATOR	<input checked="" type="checkbox"/>	100%	Contracted employee
	<input type="checkbox"/>	XTRA - Extra Duty	<input type="checkbox"/>	0%	Contracted employee

Primary Campus: 700 GENERIC

3. **Add the distribution records for the extra duty job(s) from Maintenance > Staff Job/Pay Data > Distributions Tab.**

- Click on **+Add** to add new row.
- From the Job Code drop-down list select **XTRA- Extra Duty**
- In the Extra Duty Code field, select the **Extra Duty**.
- If an **Account Code** was entered on the Extra Duty table, that Account Code will auto-populate but can be changed if desired. If no account code was entered into the Extra Duty table, enter the account code manually.
- Add the **Extra Duty amount**.
- **Refresh totals**
- **Save** the changes.

Human Resources
Version: 3.2 Build: 0354
User: pprovan Host: 10.52.4.141 Browser: FF 56.0

Maintenance > Staff Job/Pav Data
SessionTimer: 59 min and 52 sec

Employee: 000433 : BULLOCK, SANDRA

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		0907 - TECHNOLOGY COORDINATOR		G	199-53-6119.00-999-999000	51,225.00	100.000%
Total:						51,225.00	100.000%
		XTRA - Extra Duty	01 - CHEERLEADER	S	199-11-6118.00-001-911000	1,200.00	100.000%
Total:						1,200.00	100.000%
		XTRA - Extra Duty	04 - TEXTBOOK COORDIN	S	199-11-6118.00-001-911000	3,000.00	100.000%
Total:						3,000.00	100.000%
		XTRA - Extra Duty	16 - TECHNOLOGY DIREC	S	199-53-6118.00-999-999000	3,000.00	100.000%
Total:						3,000.00	100.000%
		XTRA - Extra Duty	33 - LOCAL INCREASE	S	199-53-6119.00-999-999000	2,000.00	100.000%
Total:						2,000.00	100.000%

Rows: 2 of 5 Refresh Totals + Add

Job Code: XTRA - Extra Duty

Extra Duty Code: 01 CHEERLEADER S

Account Type: S Supplemental pay

Account Code: 199-11-6118.00-001-911000

Description: EXTRA DUTY PAY

Amount: 1,200.00 out of 1,200.00

Percent: 100.000%

Activity Code: 13 Non-UIL Athletics Re-sort

TR S Grant Code:

Worker's Comp Code: A WORKERS COMP A 0.000000

Expense 373: Y Account used in ASB distr

Employer Contribution:

Performance Pay:

4. **Determine whether the Extra Duty should be included in Above State Base calculations.** If the Expense 373 field is selected on the **Distributions tab**, then the amount will be included in the Above State Base calculation and will be included in the distribution on the TRS 373 report. Summer School, Drivers' Education, and Wholly Separate Jobs should not be included in Above State Base Calculations. Expense 373 should be selected for all other Extra Duties.

Human Resources
Version: 3.2 Build: 0354
User: pprovan Host: 10.52.4.141 Browser: FF 56.0

Maintenance > Staff Job/Pay Data
SessionTimer: 54 min and 49 sec

Save

Employee: 000433 : BULLOCK, SANDRA
Retrieve Directory

Employment Info Pay Info Job Info Distributions Deductions Leave Balance

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		0907 - TECHNOLOGY COORDINATOR		G	199-53-6119.00-999-999000	51,225.00	100.000%
Total:						51,225.00	100.000%
		XTRA - Extra Duty	01 - CHEERLEADER	S	199-11-6118.00-001-911000	1,200.00	100.000%
Total:						1,200.00	100.000%
		XTRA - Extra Duty	04 - TEXTBOOK COORDIN	S	199-11-6118.00-001-911000	3,000.00	100.000%
Total:						3,000.00	100.000%
		XTRA - Extra Duty	16 - TECHNOLOGY DIREC	S	199-53-6118.00-999-999000	3,000.00	100.000%
Total:						3,000.00	100.000%
		XTRA - Extra Duty	33 - LOCAL INCREASE	S	199-53-6119.00-999-999000	2,000.00	100.000%
Total:						2,000.00	100.000%

Rows: 2 of 5 Refresh Totals + Add

Job Code: XTRA - Extra Duty
 Extra Duty Code: 01 CHEERLEADER S
 Account Type: S Supplemental pay
 Account Code: 199-11-6118.00-001-911000
 Description: EXTRA DUTY PAY
 Amount: 1,200.00 out of 1,200.00
 Percent: 100.000%

Activity Code: 13 Non-UIL Athletics
 TRS Grant Code:
 Worker's Comp Code: A WORKERS COMP A 0.000000
 Expense 373: Y Account used in ASB distr
 Employer Contribution:
 Performance Pay:

Notes:

The Expense 373 Eligibility was selected on the Extra Duty table, and is therefore grayed out. If Expense 373 needs to be changed in this instance, you must delete the extra duty, make the change on the Extra Duty table, and re-add.

The Account Type S amounts are displayed as supplemental transactions on the Payroll Earnings Register, Wage and Earnings Report, Calendar YTD, Addendum, and various other reports.

Remaining balances for XTRA - Extra Duty jobs that are Account Type S will be paid off when the primary job is in contract payoff.

Reminder: If the Type S extra duty is not paid monthly, reset the number of payments to zero before running the payroll until you are ready to pay the supplement.

Extra Duty Pay Code: Account Type G

____5. From **Maintenance > Staff Job/Pay Data > Pay Info Tab**,

- Click on +Add
- Use the ellipsis button to **add the desired G Type Extra Duty**.
- The amount will automatically populate.
- The Remaining Amount and Remaining Payments fields will not be accessible since the system will automatically distribute the amount equally over the course of the contract.
- Save

Note: Go to Tables > Salaries > Extra Duty to make any changes to the Extra Duty table.

Human Resources
Version: 3.2 Build: 0354
User: pprovan Host: 10.52.4.141 Browser: FF 56.0

Maintenance > Staff Job/Pay Data
SessionTimer: 59 min and 39 sec

Save

Employee: 000327 : BOGART, HUMPHREY
Retrieve Directory

Employment Info Pay Info Job Info Distributions Deductions Leave Balance

Pay Status: 1 Active
Pay Campus: 041 BAIRD MIDDLE SCHOOL
Pay Dept:
Dock Rate: 0.000

FICA Eligibility: M Subject to medicare
Tax Exempt:
Unemployment Elig:
W4 Marital Status: M Married
Nbr of Exemptions: 0
EIC Code: 1 Not eligible

TRS
Status: 5 Retired
Begin Date: 01-01-1980
End 90 Day Period: 00-00-0000

FSP Staff Salary Data
Health Ins Code: N Not eligible
FSP Staff Data Code: F Full-Time

Totals
State Min. Salary: 0.00
Extra Duty: 2,000.00
Contract Amt: 45,510.00
Contract Balance: 45,510.00

Extra Duty Pay

Delete	Extra Duty Pay Code	Type	Amount	Remain Amt	Remain Pymts
	33 - LOCAL INCREASE	S	2,000.00	999.99	6
	07 - HEAD FOOTBALL	G	5,000.00	0.00	0

Refresh Type/Amount + Add

6. Calculate to update the salary at **Maintenance > Staff Job/Pay Data > Job Info tab**. Unlike an Account Type S, Account Type G XTRA - Extra Duty jobs are not added to the Job Info tab.

- The only step needed on this tab is to calculate the employee's salary using the Calculate button. Click on **Calculate**.
- The system will automatically **add the extra duty amount to the contract total** when salary calculations are done.

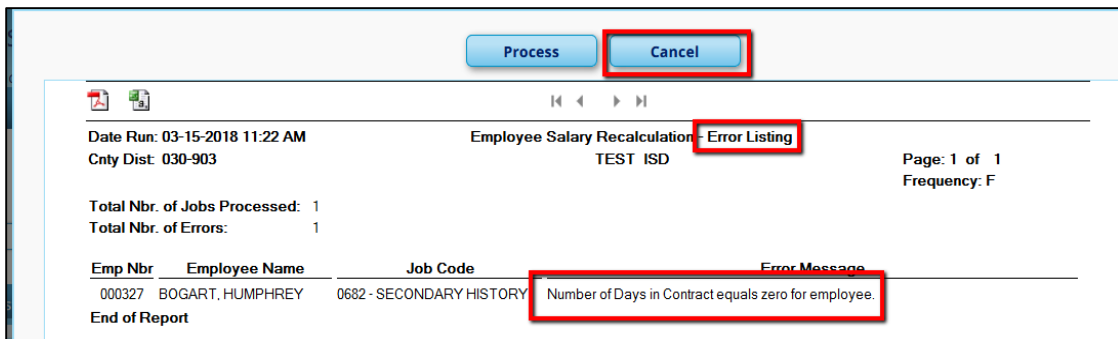
Note: This will only work if the employee is tied to salary tables and all fields tied to the tables are complete. If you do not perform salary calculations on the employee, the extra duty amount will need to be manually included in the **Contract Total and Balance**.

The screenshot shows the 'Human Resources' system interface. The breadcrumb navigation is 'Maintenance > Staff Job/Pay Data'. The 'Job Info' tab is selected. A table lists one job: '0682 - SECONDARY HISTORY' with a primary status and 100% assignment. The 'Contract Info' section contains various fields: Pay Type (Contracted employee), Pay Grade (TEA), Pay Step (20), Sched (), Max Days (187), Hrs Per Day (0.000), Incr Pay Step (checked), Total (50,510.00), Balance (50,510.00), # of Annual Pymts (12), Remaining Pymts (12), Concept (Use annual salary table), # of Months in Contract (10), State Min Days (187 Valid basic days in contract), Base Annual (45,510.00), Daily Rate (270.107), Pay Rate (4,209.17), Reg Hrs Worked (0.00), OVTM Elig (), OVTM Rate (0.00), Hrly Rate (0.00), # of Days Empld (187), # Days Off (0.0), Vacant Job (), # Annual Pymts (12), Payoff Date (08-26-2019), and Wkly Hrs Sched (40). A 'Calculate' button is highlighted with a red box.

In the pop-up box, select Salary and Execute.

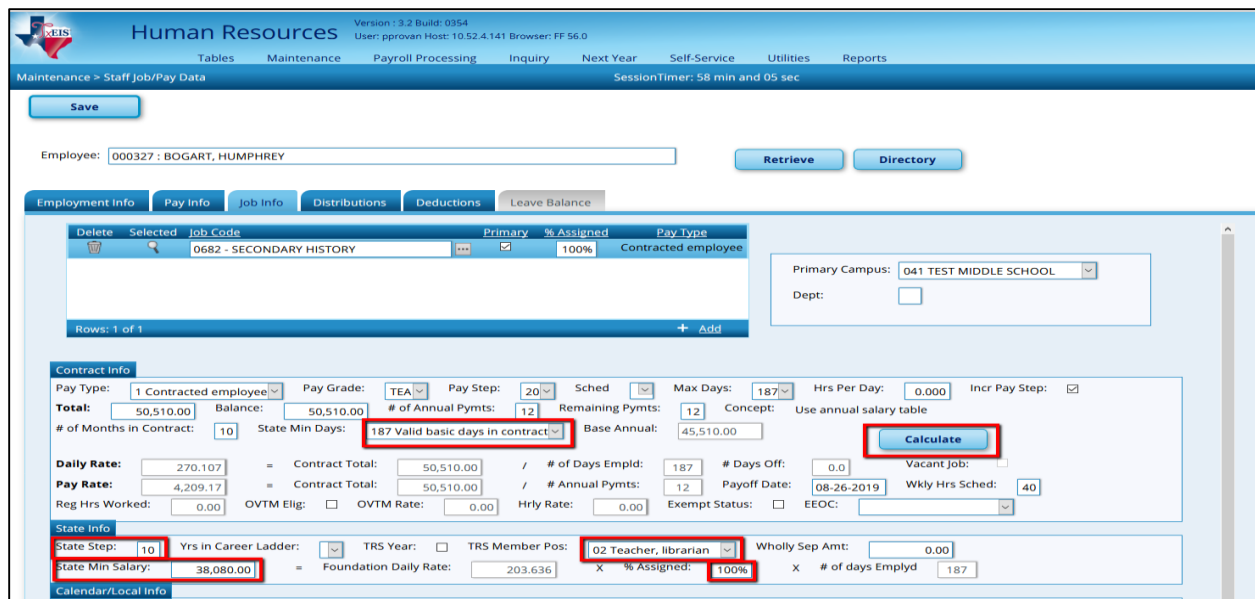
The 'Type of Calculation' pop-up box has two radio buttons: 'Salary' (selected and highlighted with a red box) and 'State Minimum Only'. Below these is a checkbox for 'Apply Percent of Day Employed to Salary Amount' which is unchecked. At the bottom are 'Execute' and 'Cancel' buttons, with the 'Execute' button highlighted by a red box.

The report may display an Error Listing. If your employee is listed on this Error Report, then your salary calculations will **not process** and the extra duty will not be added as needed. Review the error listing to correct the error.

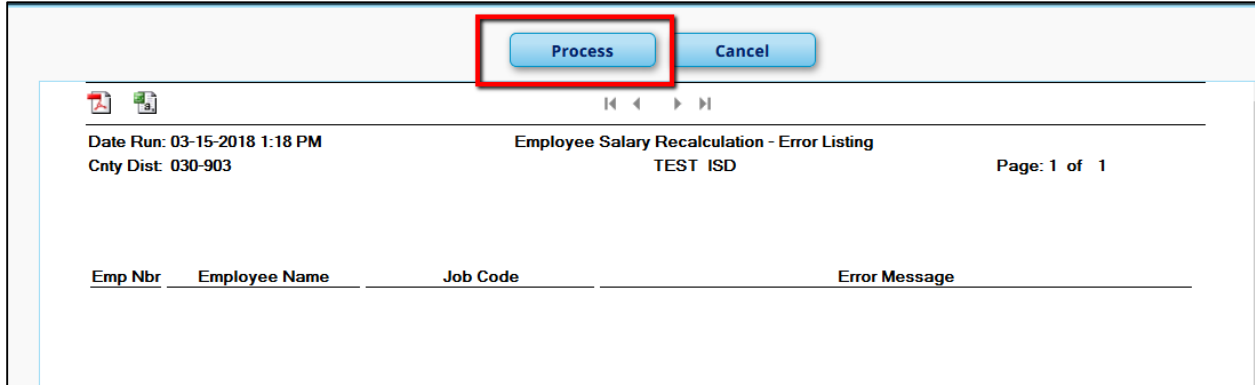


Examples:

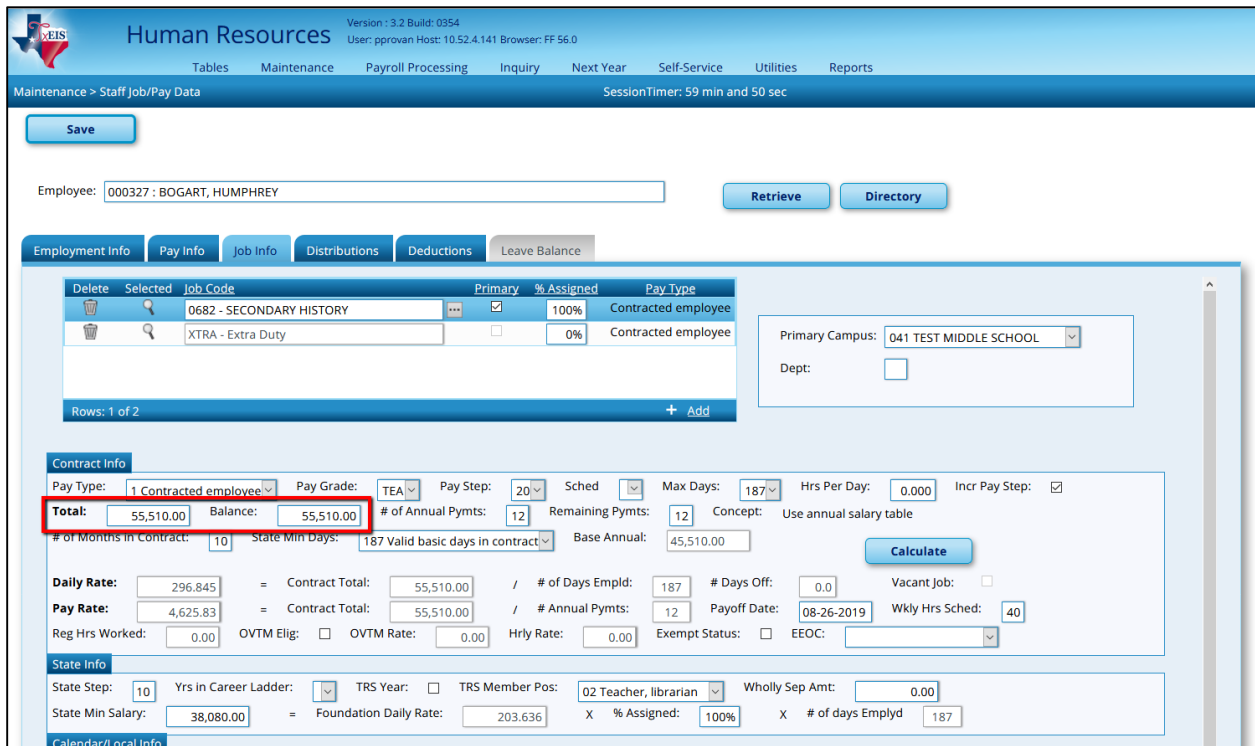
- If you have an error message: '**Warning: Cannot calculate State Minimum Salary, State Step is empty.**' Then you click on **Cancel**. Go to the State Step and enter the Step that the employee is on. **SAVE**. Once Corrected click on Calculate again.
- **If you have a 'Warning! State Minimum Salary has been recalculated from 0.00 to the (State Minimum Salary) as \$38,080.00 (as in this screen shot.) Would you like to CHANGE the State Min Salary? Select No to retain original salary'. Choose Yes.**
- **Click on Calculate again.**



Once the report is blank, select Process to complete the calculations.



The system automatically added the extra duty amount to the contract total.



7. Add or adjust distributions for the G Type - Extra Duty at **Maintenance > Staff Job/Pay Data > Distributions Tab**. The extra duty from the Pay Info tab is added as an Extra Duty attached to an existing job code on the distribution record.

- The first time the extra duty job is added, the user will need to distribute the salary by **percent or amount**. This means if you add the line for an Extra Duty that is \$5000, you will want to decrease another salary line by \$5000 to ensure the total for the contract is accurate.
- Refresh the percentages
- Save once you have the distributions completed.

Note: This will only have to be calculated manually the first year it is added to the employee's job. Updates will be made through Mass Updates in subsequent years.

Human Resources
Version : 3.2 Build: 0354
User: pprovan Host: 10.52.4.141 Browser: FF 56.0

Maintenance > Staff Job/Pay Data
SessionTimer: 59 min and 30 sec

Save

Employee: 000327 : BOGART, HUMPHREY
Retrieve Directory

Employment Info Pay Info Job Info Distributions Deductions Leave Balance

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		0682 - SECONDARY HISTORY	07 - HEAD FOOTBALL	G	199-36-6118.00-001-991000	5,000.00	9.899%
		0682 - SECONDARY HISTORY		G	199-11-6119.00-001-911000	45,510.00	90.101%
Total:						50,510.00	100.000%
		XTRA - Extra Duty	33 - LOCAL INCREASE	S	199-11-6119.00-001-911000	2,000.00	100.000%
Total:						2,000.00	100.000%

Rows: 1 of 3 Refresh Totals + Add

Job Code: 0682 - SECONDARY HISTORY
Extra Duty Code: 07 HEAD FOOTBALL G
Account Type: G Standard gross pay
Account Code: 199-36-6118.00-001-991000
Description: COACHES STIPEND
Amount: 5,000.00 out of 50,510.00
Percent: 9.899%

Activity Code: 02 UIL Athletics
TRIS Grant Code:
Worker's Comp Code: A WORKERS COMP A 0.000000
Expense 373: Y Account used in ASB distr
Employer Contribution:
Performance Pay:

Re-sort

Note: Concerning the Addendum, only the jobs listed on the Job Info Tab will display on the addendum under the heading of Job Information. The G Type Extra Duty amount(s) will be included in the Contract Amount in the Job Information section, but will also be listed as an Extra Duty in the Extra Duty Information section.

Updating an Existing Extra Duty -

8. Update the Extra Duty amount and/or account code in **Tables > Salaries > Extra Duty tab** and Save.

9. Mass Update the employee's screen from **Utilities > Mass Update > Extra Duty tab**. 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.

- Select the radio button to Change Existing Extra Duty Code Information and select the appropriate Extra Duty Code.
- If the Extra Duty is an S Type, the Amount, Remain Amt, and Remain Pymts fields will need to be filled in.
- If the Extra Duty is a G Type, only the amount will need to be populated. The Remain Amt and Remain Pymts fields will be grayed out as the system will automatically distribute the total over the course of the contract.

When you Execute, a preview of the employee(s) who have the selected Extra Duty code will display. Select Process at the preview.

Date Run: 03-15-2018 2:10 PM
 Cnty Dist: 030-903
 Change Existing Extra Duty Code Information
 TEST ISD
 Page: 1 of 1
 Frequency: F

Emp Nbr	Employee Name	Extra Duty Code (From)		Extra Duty Code (To)		Amount (From)		Amount (To)		Remain Amt (From)		Remain Amt (To)	
		Distr Pay Activity (From)	Distr Pay Activity (To)	Distr Expense (From)	Distr Expense (To)	Distr Work Cmp (From)	Distr Work Cmp (To)	Distr Grant Cd (From)	Distr Grant Cd (To)	Distr Pymts (From)	Distr Pymts (To)		
000024	HAWN, GOLDIE	05 - UJL		05 - UJL		600.00	1,000.00	300.00	1,500.00	6	1		
		16	16	Y	Y	A	A			600.00	1,000.00		
000399	MCGRAW, ALI	05 - UJL		05 - UJL		600.00	1,000.00	300.00	1,500.00	6	1		
		16	16	Y	Y	A	A			600.00	1,000.00		

Nbr of Employees: 2
 End of Report

10. Perform Salary Calculations to get G Type Extra Duties added to the contract totals from **Utilities > Mass Update > Salary Calculation tab**. Select a Salary Concept, then select the employees you wish to do a salary calculation on, or leave blank for all employees.

Note: When you Execute, an error listing will display. Salary Calculations will not be performed on employees displayed on the report.

Human Resources
 Version: 3.2 Build: 0354
 User: pprovan Host: 10.52.4.141 Browser: FF 56.0

Utilities > Mass Update
 SessionTimer: 59 min and 21 sec

Parameters

Pay Status: Active Inactive Both
 Primary Campus: All
 Payoff Date:
 Reset

Pay Type: All
 Pay Campus: All
 Frequency: F Monthly NYR

Job Code: All
 Contract Begin Date:
 Salary Concept: A Use annual salary table

Accrual Code: All
 Contract End Date:
 Extract ID:

Pay Grade:
 Contract Months:
 Employee Nbr:

Prior Yr Emp Date: 00-00-0000

Deductions | Leave | Employee | Extra Duty | Job Code | Salary Calculation

Type of Calculation
 Salary
 State Minimum Only

Execute

Apply Percent of Day Employed to Salary Amount

The employee's Extra Duty information has now been updated and new percentages assigned on the Distribution Screen.

To Delete an Existing Extra Duty –

1. **Distribution Tab** - Select **Trash Can** for that line you want to delete and **Refresh Totals**.
DO NOT CLICK SAVE YET.

Human Resources
Version: 3.2 Build: 0354
User: pprovan Host: 10.52.4.141 Browser: FF 56.0

Maintenance > Staff Job/Pay Data
SessionTimer: 59 min and 56 sec

Employee: 000327 : BOGART, HUMPHREY

Save Retrieve Directory

Employment Info Pay Info Job Info Distributions Deductions Leave Balance

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent	
		0682 - SECONDARY HISTORY		G	199-11-6119.00-001-911000	50,510.00	100.000%	
		Total:					50,510.00	100.000%
		XTRA - Extra Duty	33 - LOCAL INCREASE	S	199-11-6119.00-001-911000	2,000.00	100.000%	
		Total:					2,000.00	100.000%

Rows: 1 of 2 Refresh Totals + Add

Job Code: 0682 - SECONDARY HISTORY
Extra Duty Code:
Account Type: G Standard gross pay
Account Code: 199-11-6119.00-001-911000
Description: SALARIES--HS TEACHERS
Amount: 50,510.00 out of 50,510.00
Percent: 100.000%

Activity Code: 80 Base Salary
Re-sort
TRIS Grant Code:
Worker's Comp Code:
Expense 373: N Account not used in ASB distr
Employer Contribution:
Performance Pay:

2. **Job Info Tab** - If deleting **All S Type - Extra Duties**, select the Trash Can on the Extra Duty Line. If you will have at least one S Type, then skip the Job Info Tab.

Human Resources
Version: 3.2 Build: 0354
User: pprovan Host: 10.52.4.141 Browser: FF 56.0

Maintenance > Staff Job/Pay Data
SessionTimer: 59 min and 57 sec

Employee: 000327 : BOGART, HUMPHREY

Save Retrieve Directory

Employment Info Pay Info Job Info Distributions Deductions Leave Balance

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
		0682 - SECONDARY HISTORY	<input checked="" type="checkbox"/>	100%	Contracted employee
	<input checked="" type="checkbox"/>	XTRA - Extra Duty	<input type="checkbox"/>	0%	Contracted employee

Rows: 2 of 2 + Add

Primary Campus: 041 TEST MIDDLE SCHOOL
Dept:

3. **Pay Info Tab** - Select the Trash Can for all S types that you want to delete. Now you can **SAVE**.

Human Resources Version : 3.2 Build: 0354
User: pprovan Host: 10.52.4.141 Browser: FF 56.0

Maintenance > Staff Job/Pay Data SessionTimer: 59 min and 55 sec

Save

Employee: 000327 : BOGART, HUMPHREY Retrieve Directory

Employment Info Pay Info Job Info Distributions Deductions Leave Balance

Pay Status: 1 Active FICA Eligibility: M Subject to medicare
 Pay Campus: 041 TEST MIDDLE SCHOOL Tax Exempt: W4 Marital Status: M Married
 Pay Dept: Unemployment Elig: Nbr of Exemptions: 0
 Dock Rate: 0.000 EIC Code: 1 Not eligible

TRS: Status: 5 Retired Begin Date: 01-01-1980 End 90 Day Period: 00-00-0000
 FSP Staff Salary Data: Health Ins Code: N Not eligible FSP Staff Data Code: F Full-Time
 Totals: State Min. Salary: 38,080.00 Extra Duty: 2,000.00 Contract Amt: 50,510.00 Contract Balance: 50,510.00

Extra Duty Pay

Delete	Extra Duty Pay Code	Type	Amount	Remain Amt	Remain Pymts
	07 - HEAD FOOTBALL	G	5,000.00	0.00	0
	33 - LOCAL INCREASE	S	2,000.00	999.99	6

If you get the following Error, you have already sent information to Budget. Do the next step to correct.

Human Resources Version : 3.2 Build: 0354
User: pprovan Host: 10.52.4.141 Browser: FF 56.0

Maintenance > Staff Job/Pay Data SessionTimer: 59 min and 43 sec

Save

Job info: Job code XTRA is already in use by the Next Year Payroll Budget table. It cannot be deleted.

Employee: 000327 : BOGART, HUMPHREY Retrieve Directory

Employment Info Pay Info Job Info Distributions Deductions Leave Balance

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		0682 - SECONDARY HISTORY		G	199-11-6119.00-001-911000	50,510.00	100.000%
		XTRA - Extra Duty	33 - LOCAL INCREASE	S	199-11-6119.00-001-911000	2,000.00	100.000%
Total:						50,510.00	100.000%
Total:						0.00	0.000%

Rows: 1 of 2 Refresh Totals + Add

Job Code: 0682 - SECONDARY HISTORY
 Extra Duty Code:
 Account Type: G Standard gross pay
 Account Code: 199-11-6119.00-001-911000
 Description: SALARIES--HS TEACHERS
 Amount: 50,510.00 out of 50,510.00
 Percent: 100.000%

Activity Code: 80 Base Salary Re-sort
 TRS Grant Code:
 Worker's Comp Code:
 Expense 373: N Account not used in ASB distr
 Employer Contribution:
 Performance Pay:



Sign into File ID C



The solution is to Clear the temporary tables. Change to **Current**, go to **Next Year > copy CYR Tables to NYR**. Select the 'Clear NY Payroll Budget Only' and **do not move anything to the right**. Then Execute.

Human Resources
Version : 3.2 Build: 0354
User: pprovan Host: 10.52.4.141 Browser: FF 56.0

Tables Maintenance Payroll Processing Inquiry Next Year Self-Service Utilities Reports

Next Year > Copy CYR Tables to NYR SessionTimer: 59 min and 37 sec

Change Application
Year: C
Frequency: 6
HRS4000

Clear Next Year Tables Copy Current Year Tables

Clear EOY Accrual Data Only Clear NY Payroll Budget Only

Title	Title
<input type="checkbox"/> Accrual Calendar	No Rows
<input type="checkbox"/> Extra Duty Pay	
<input type="checkbox"/> Hourly / Daily Salary	
<input type="checkbox"/> Job Code	
<input type="checkbox"/> Local Annual Salary	
<input type="checkbox"/> Midpoint Salary	
<input type="checkbox"/> School Calendar	
<input type="checkbox"/> State Minimum Salary	
<input type="checkbox"/> Substitute Salary	
<input type="checkbox"/> Workers' Compensation Rates	
<input type="checkbox"/> Employee Bank Record	
<input type="checkbox"/> Employee Deductions	
<input type="checkbox"/> Employee Extra Duty	
<input type="checkbox"/> Employee Job	

Execute

DO NOT Move Anything Over to the Right. Leave The Right Side 'Title' Blank.



Sign into File ID N



Next return to Next Year Payroll.

Change Application Exit Application Help

Year: N
Frequency: F

Change

HRS3100 County/District #: 030903

Repeat the steps 1 – 3 to delete the Extra Duties.