Extra Duty Code Chart

Type	Wholly Separate	Expense 373	Account Code Action	RP Action	Notes
G	N	N	Included in Stat Min calcs, but acct not used in distribution	Extra Duty amount added to RP for primary job + included in Stat Min calcs on applicable positions	Example: LEA doesn't want coaching acct (func 36) to be charged in Stat Min distribution
G	N	Y	Used in Stat Min calculations (if applicable), and acct will be used in distribution	Extra Duty amount added to RP for primary job + included in Stat Min calcs on applicable positions	Example: LEA might want acct code associated with a CTE stipend charged to help meet 55% expenditure requirement
G	Y	N	Not included in Stat Min calcs	Separate RP created with TRS Position Code 03	Example: teacher who also drives a bus. We would recommend building a separate job, but could be done this way.
S	N	Y	Used in Stat Min calcs and distribution	Extra Duty amount added to RP for primary job + included in Stat Min calcs	Should only be used on employees subject to Stat Min. The TRS Position assigned should match that of Primary Job
S	Y	N	Not used in Stat Min distribution (not included in calcs)	If Position code match Job, amount is added. If not, new ED40 and separate RP created	

Notes about Expense 373 field:

- In G-Type Extra Duties, TxEIS/Ascender will look at the TRS Position assigned to the Primary Job to determine whether or not to calculate Stat Min (TRS Position codes 01, 02 and 05 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
- In S-Type Extra Duties, TxEIS/Ascender will use the Expense 373 field to determine whether or not to include the payment in the Stat Min calculations. If they should be included (Exp 373 set to Y), part of the Stat Min contribution will automatically be expenses to the account code assigned to the Extra Duty. If they are not included (Exp 373 set to N), the amount will NOT be included in calculations. The account code assigned to the Extra Duty would not be used in the distribution unless it is used in the Distribution screen of the employee as part of their other jobs.