



# **How to Enter Professional Extra Duty**

EmpCenter Training  
February 8,9,10,&12, 2016



# Start by inserting a Row

- Insert a row by pressing on the green circle with a white plus sign on the day the extra duty was worked.

The screenshot shows a web-based timesheet interface. At the top, there are buttons for "Save", "More", and "List View". Below that is a "Timesheet" tab and a balance indicator showing "184.00 to". A calendar navigation bar shows the month of January 2014, with days 1 through 31. A table below the calendar displays time entries. The table has columns for Date, Pay Code, Location, Task, Unknown, Extra Duty GL, and Time. Two rows are visible: one for Monday, 01/06, and one for Tuesday, 01/07. Both rows show "Regular Time" pay code, "008 DEL VALLE HIGH SCHOOL" location, and "TEACHERS NURSES" task, with a time of 8.00. A red arrow points to a green plus sign icon in the Date column for the 01/07 row, which has a tooltip that says "Insert after this row".

Date	Pay Code	Location	Task	Unknown	Extra Duty GL	Time
Mon 01/06	Regular Time	008 DEL VALLE HIGH SCHOOL	TEACHERS NURSES			8.00
01/07		008 DEL VALLE HIGH SCHOOL	TEACHERS NURSES			8.00



# Chose Pay Code

- From the drop down window on the “Pay Code” column choose one of the two options to pay from.

Date	Pay Code	Location	Task	Unknown	Extra Duty GL	Time
Mon 01/06	Regular Time	SCHOOL 008 DEL VALLE HIGH SCHOOL	TEACHERS NURSES			8.00
Tue 01/07	Regular Time	008	TEACHERS NURSES			8.00
	Suspension with Pay - Hourly	IGH				
	Teach In-Service Facilitator		TEACHERS NURSES			8.00
	TNL Extra Duty Instruction	IGH				
	TNL Non Instruction		TEACHERS NURSES			8.00



## Extra duty Pay Codes & Rates.

- The first option is “TNL Extra Duty Instruction”. This will pay \$28.50 per hour.
- The second option is “TNL Extra Duty Non Instruction”. This will pay \$20.00 per hour.
- TNL is short for Teacher,  
Nurse, Librarian





# Entering the accounting code.

- The code needs to be entered under the “Extra Duty GL” column.

S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	Jan 6, 21	<input checked="" type="checkbox"/> Show All Weeks
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Pay Code	Location	Task	Unknown	Extra Duty GL	Time	Amount																							
Regular Time	008 DEL VALLE HIGH SCHOOL	TEACHERS NURSES			8.00																								
TNL Extra Duty Instruction	008 DEL VALLE HIGH SCHOOL	TEACHERS NURSES		199-11-6117-00-001																									
Regular Time	008 DEL VALLE HIGH SCHOOL	TEACHERS NURSES		199-11-6117-00-001-22-302-	SUPPLEMENTAL ASSIGNMT PAY																								
Regular Time	008 DEL VALLE HIGH SCHOOL	TEACHERS NURSES		199-11-6117-00-042-23-463-	SUPPLEMENTAL ASSIGNMT PAY																								
Regular Time	008 DEL VALLE HIGH SCHOOL	TEACHERS NURSES		199-11-6117-00-046-11-000-	SUPPLEMENTAL ASSIGNMT PAY																								
Regular Time	008 DEL VALLE HIGH SCHOOL	TEACHERS NURSES		199-11-6117-00-123-21-000-	SUPPLEMENTAL ASSIGNMT PAY																								
Regular Time	008 DEL VALLE HIGH SCHOOL	TEACHERS NURSES		199-11-6117-00-134-32-457-	SUPPLEMENTAL ASSIGNMT PAY																								
				199-11-6118-00-043-23-470-	EXTRA DUTY PAY-PROF PERS																								
				199-11-6118-00-114-34-000-	EXTRA DUTY PAY-PROF PERS	0.00																							
				199-11-6118-00-124-30-000-	EXTRA DUTY PAY-PROF PERS																								
				199-11-6119-00-002-30-000-	SALARIES-TCHRS/OTHER PROF																								
				199-11-6119-00-106-31-137-	SALARIES-TCHRS/OTHER PROF																								

Time Off Balance | FMLA | Results | Schedule

Search for '199-'



## Entering the accounting code.

- You must enter the dashes between the numbers and press on the binoculars after completing it. (search)
- You will see a drop down window after you press the binoculars.
- Be sure to click on the accounting code to accept the number.

W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	Jan 6, 2014	<input checked="" type="checkbox"/> Show All Weeks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Pay Code		Location		Task		Unknown		Extra Duty GL		Time		Amount																					
	Regular Time	008	SCHOOL	TEACHERS NURSES						8.00																							
	TNL Extra Duty Instruction	008	DEL VALLE HIGH SCHOOL	TEACHERS NURSES																													
	Regular Time	008	DEL VALLE HIGH SCHOOL	TEACHERS NURSES																													
	Regular Time	008	DEL VALLE HIGH SCHOOL	TEACHERS NURSES																													

Search For 199-11-6118-45-849-11-0

ID	Description
199-11-6118-45-8...	EXTRA DUTY PAY-PROF PERS



# Entering hours worked.

- Under the “Time” column enter the number of hours the employee worked.



S S M T W T F S S M T W T F S S M T W T F S S M T W T F Jan 6, 2014 <input checked="" type="checkbox"/> Show All Weeks																											
Pay Code		Location		Task		Unknown		Extra Duty GL		Time		Amount		Comments													
Regular Time		008 DEL VALLE HIGH SCHOOL		TEACHERS NURSES						8.00																	
TNL Extra Duty Instruction		008 DEL VALLE HIGH SCHOOL		TEACHERS NURSES				199-11-6117-00-001 SUPPLEMENTAL ASSIGNMT PAY		5.00																	



# Description of work done.

- Remember to enter a description of the extra duty work done on the “Comments” column.
- Please enter your initials after the description so that we know who to contact in case of any questions.

Pay Code	Location	Task	Unknown	Extra Duty GL	Time	Amount	Comments
Regular Time	SCHOOL 008 DEL VALLE HIGH SCHOOL	TEACHERS NURSES			8.00		
TNL Extra Duty Instruction	008 DEL VALLE HIGH SCHOOL	TEACHERS NURSES		118-45-849-11-000- EXTRA DUTY PAY-PROF PERS	5.00		TUTORING, RP





# Save..Save..Save!

- The last and most important step of all don't forget to save.



Date	Pay Code	Location	Task	Unknown	Extra Duty GL	Time
Mon 01/06	TNL Extra Duty Instruction	008 DEL VALLE HIGH SCHOOL	TEACHERS NURSES		199-11-6125-84-84: PT/TEMP SUPPORT PERSONNEL	5
Tue 01/07	Regular Time	008 DEL VALLE HIGH SCHOOL	TEACHERS NURSES			8.00





# Repeat Entries? Copy and Paste!

Mon 12/07		Regular Time	116 SAGELA ELEMEN
Mon 12/07		TNL Extra Duty Instruction	116 SAGELA ELEMEN
Tue 12/08			116 SAGELA ELEMEN

A red arrow points to the grey triangle in the third row's icon.

More options

By clicking on the grey triangle (not the green plus sign) a drop down menu appears. See right side of this slide.

2/07		TNL Extra Duty Instruction	116 SAGELA ELEMEN
2/08			116 SAGELA ELEMEN
2/09			116 SAGELA ELEMEN
2/10			116 SAGELA ELEMEN
11			116 SAGELA ELEMEN

A red arrow points to the grey triangle in the second row's icon, which has a context menu open over it.

- Cut
- Copy
- Paste
- Duplicate Row
- Delete Row
- Create New Favorite From Row
- Change Work Date



# Copy the Row

			ELEMENTARY	
Mon 12/07		Regular Time	116 SAGELAND ELEMENTARY	TEACHERS
Mon 12/07		TNL Extra Duty Instruction	116 SAGELAND ELEMENTARY	TEACHERS
Tue 12/08		Cut	116 SAGELAND ELEMENTARY	TEACHERS
Tue 12/08		Copy		
Wed 12/09		Paste		ERS
Wed 12/09		Duplicate Row		
Thu 12/10		Delete Row	116 SAGELAND	TEACHERS

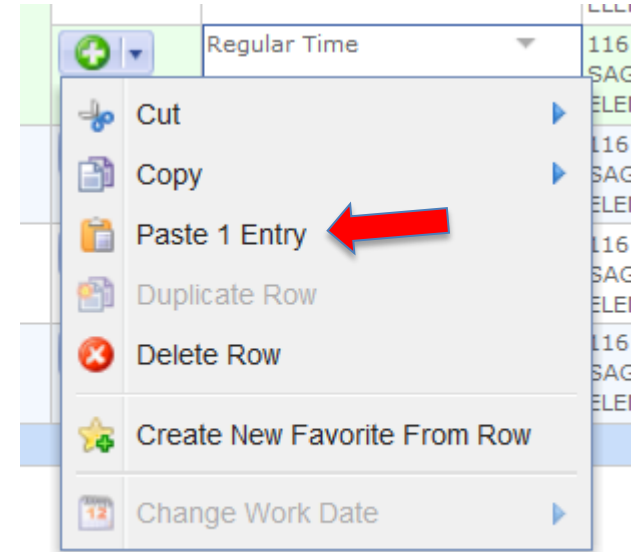
Hover over the Copy row to reveal more choices. Select “Copy Row” to capture just the extra duty row

A message will appear and disappear on the top of the screen to indicate 1 entry was saved to the clipboard.



# Paste the Row to New Day

- Find the next day that the extra duty was worked
- Insert a New Row
- Click on the drop down menu under the grey triangle on the New Row
- Select “Paste 1 Entry”
- A message will appear and disappear on the top of the screen to say “1 entry pasted”
- Continue as needed through this time sheet
- Save





# Paste to Another Employee

- You can copy and paste to other employees.
- You can copy and paste from last month's time sheet to next month's time sheet.
- Caution: Teachers and Paraprofessionals do not use the same pay codes so the copy paste must be teacher to teacher or para to para.



## Questions, comments, concerns:

- Please feel free to contact us with any questions or concerns you might have.
- **Payroll Department**  
Front Desk  
office: (915) 434-0270





# Summary Notes

- Start by inserting a row
- Most commonly used codes
  - “TNL Extra Duty Instruction”. This will pay \$28.50 per hour.
  - “TNL Extra Duty Non Instruction”. This will pay \$20.00 per hour.
- Extra Duty pay code needs to be SEARCHED and found
- Under the “Time” column, enter the number of hours the employee worked
- Enter a description of work performed and your initials (for payroll to contact if questions)
- SAVE, SAVE, SAVE
- Copy / Paste if more than one occurrence on the same time sheet