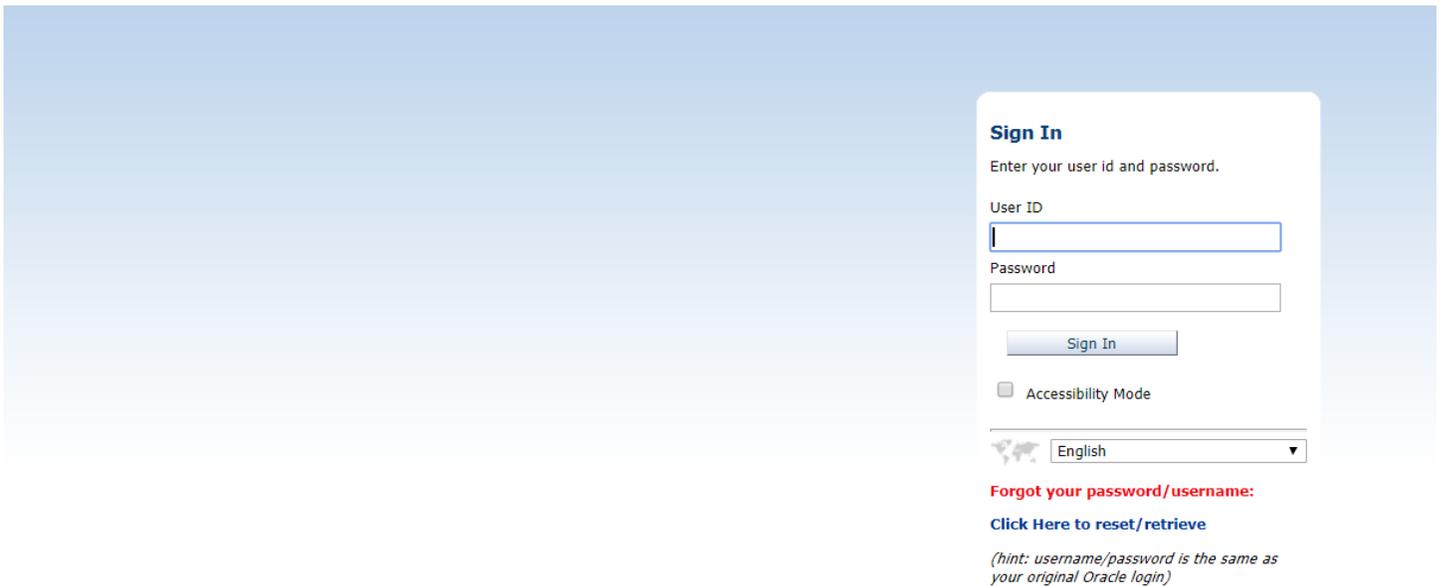


# Xtra Duty Benefits Report

Below is the step by step instruction on how to run the Xtra Duty Benefits report:

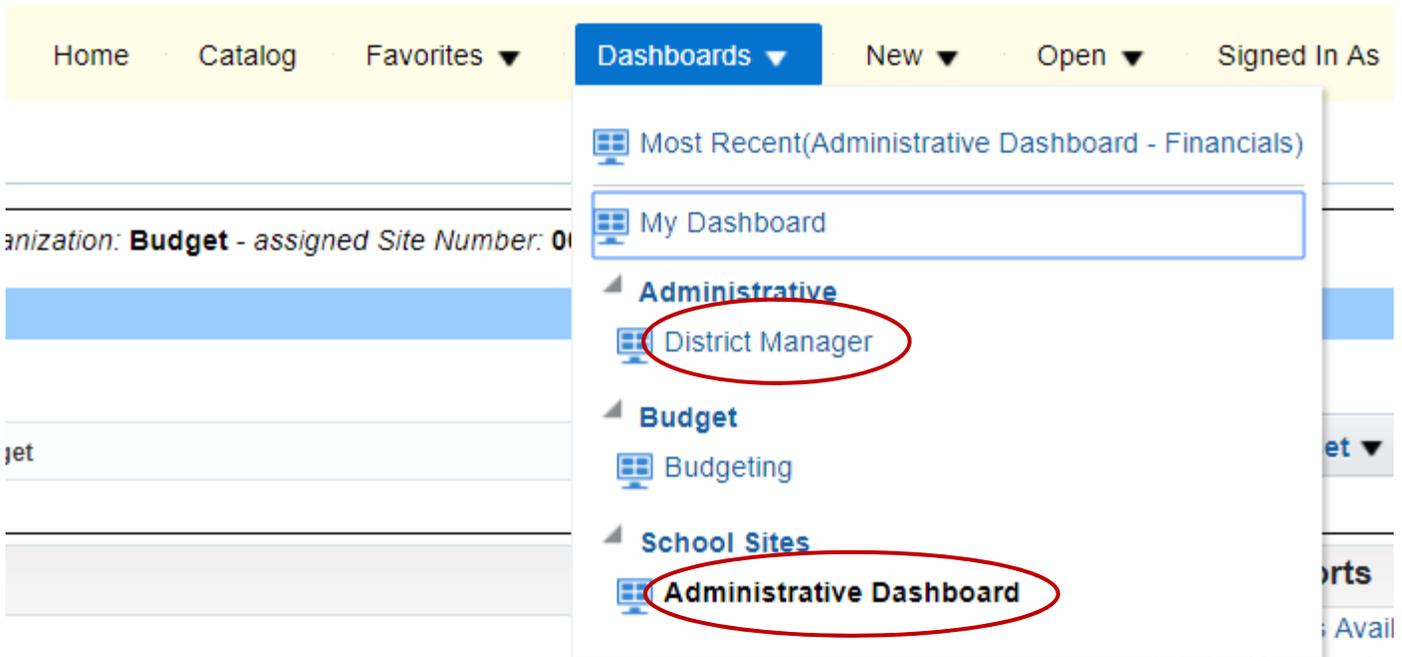
- How do I access the Xtra Duty Benefits Summary Report?
  - a. Go to <https://www.sausd.us/staff>
  - b. Enter your username (firstname.lastname) and password (Outlook password)
    - ✚ If you forget your login, please contact the TIS Support/Help Desk at extension 74741 or create a Help Desk ticket to submit your request.
  - c. Under the Staff Links, select SAUSD Business Intelligence application and you will see the following screen:

**ORACLE** Business Intelligence



- d. Enter your User ID and password
    - Your login is the same as your Oracle login.
      - ✚ If you forget your login, please contact the TIS Support/Help Desk at extension 74741 or create a Help Desk ticket to submit your request.
- Once you are successfully logged in, from the Dashboards dropdown menu, go to: **School Sites - Administrative Dashboard or District Manager** depending on your assigned Dashboard access.





- Click on the **Xtra Duty Benefits** tab.



- Initially, the report will display the cost summary for all employees making up your location. Above the report, there is a prompt that will allow you to filter your search by Classification and Employee ID. Please note that for school sites, you will see your school site name automatically populated in the Location field.

Location  Classification  Employee ID

Location  Classification  Employee ID

Current Statutory Benefit Rates						
17.1%	STRS	19.721%	PERS	6.2%	OASDI	1.45%
					MEDI	0.05%
					SUI	1.44%
					WC	

Job Title

Full Name	Employee ID	Job Title	Classification	Normal Hrs	Hourly Rate	STRS Proj	PERS Proj	OASDI Proj	MEDI Proj	SUI Proj	WC Proj	Statutory Benefits Total	Hourly Rate Total incl. Statutory Benefits	
Aceves, Nancy M	18161	Inst Asst Sev Dis-9/5	CL	6.00	25.19		4.97	1.56	0.37	0.01	0.36	7.27	32.45	
Aranda, Margarita	17876	Activity Monitor-9/5	CL	3.90	15.77		3.11	0.98	0.23	0.01	0.23	4.55	20.33	
Avalos, Angelica	30794	Inst Asst Sev Dis-9/5	CL	6.00	21.23		4.19	1.32	0.31	0.01	0.31	6.13	27.35	
Avila de Garcia, Cindy	31115	Activity Monitor-9/5	CL	3.90	15.77		3.11	0.98	0.23	0.01	0.23	4.55	20.33	
Berber-Chavez, Patricia	17561	Computer Tech I-9/5	CL	6.00	31.32		6.18	1.94	0.45	0.02	0.45	9.04	40.36	
Borboa, Rosa Irene	17427	Sch Off Mgr Elem-11	CL	8.00	30.58			1.90	0.44	0.02	0.44	2.79	33.37	
Cabrera Bravo, Rosalba	21136	Activity Monitor-9/5	CL	3.90	15.77		3.11	0.98	0.23	0.01	0.23	4.55	20.33	
Cavner, Elizabeth Ann	16940	Teacher Elem	CE	6.00	95.42	16.32				1.38	0.05	1.37	19.12	114.55

To filter your report by employees' Job Title, from the Job Title dropdown menu, select a Job Title you wish to run. The default values are All Values.

Job Title

- ✓ All Values
- Activity Monitor-9/5
- Computer Tech I-9/5
- Inst Asst Sev Dis-9/5
- Library Media Tech-10/5
- Mild/Mod (ED) Teacher
- Mild/Mod (RSP) Teacher
- Mild/Mod (SDC) Teacher
- Mod/Severe (SH) Teacher
- Plant Custodian Elem-12
- Principal I
- SSP Special Ed-9/5
- Sch Off Mgr Elem-11
- Site Clerk-10/5
- Teacher Elem
- Teacher on Special Assignment (TOSA)

A list of staff employee information will be generated based on your Job Title selection.

Job Title

Full Name	Employee ID	Job Title	Classification	Normal Hrs	Hourly Rate	STRS Proj	PERS Proj	OASDI Proj	MEDI Proj	SUI Proj	WC Proj	Statutory Benefits Total	Hourly Rate Total incl. Statutory Benefits
Aranda, Margarita	17876	Activity Monitor-9/5	CL	3.90	15.77		3.11	0.98	0.23	0.01	0.23	4.55	20.33
Avila de Garcia, Cindy	31115	Activity Monitor-9/5	CL	3.90	15.77		3.11	0.98	0.23	0.01	0.23	4.55	20.33
Cabrera Bravo, Rosalba	21136	Activity Monitor-9/5	CL	3.90	15.77		3.11	0.98	0.23	0.01	0.23	4.55	20.33
Lopez Maldonado, Liduvina	13673	Activity Monitor-9/5	CL	3.90	15.77		3.11	0.98	0.23	0.01	0.23	4.55	20.33
Najera, Maria Ignacia	12557	Activity Monitor-9/5	CL	3.90	15.77		3.11	0.98	0.23	0.01	0.23	4.55	20.33
Reyes, Noemi Garcia	22893	Activity Monitor-9/5	CL	3.90	15.77		3.11	0.98	0.23	0.01	0.23	4.55	20.33
Torres, Guadalupe M.	21152	Activity Monitor-9/5	CL	3.90	15.77		3.11	0.98	0.23	0.01	0.23	4.55	20.33

Print - Export

- You have options to Print or Export the report.
  - ✓ Exporting your employee information to Excel would be beneficial as you would be able to add hours assigned to your staff employees and a formula to calculate the extra duty cost by staff employee as well as the total cost if you have more than one staff employee.