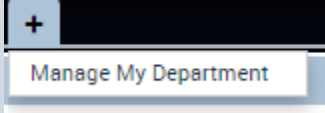
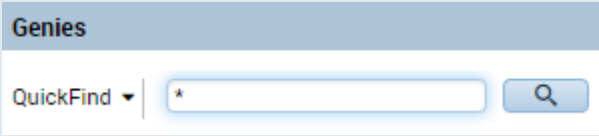
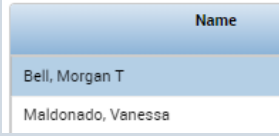
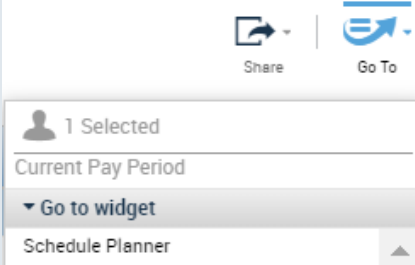
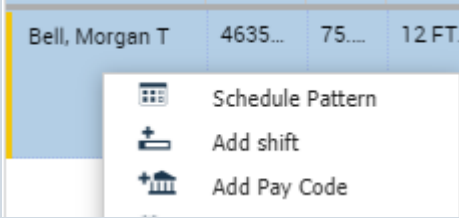


Supervisor – Entering a pay code

Purpose:

This job aid will help you enter a pay code through the schedule planner.

Steps	Screenshots
<p>Press the ' + ' button and select Manage My Department</p>	
<p>Use the QuickFind to search for the employee that you want to edit, search * to find all your employees</p>	
<p>Select the employee you want to use and click on their name once to highlight them</p>	
<p>Click on the Go To button and select Schedule Planner</p>	
<p>Right click on the Schedule Planner and select Add Pay Code</p>	

Steps

Enter the pay code that you want to use and the duration you are requesting, then enter the start time for the pay code that day. **Remember the pay code cannot overlap with time you've clocked in for, as shown at the bottom of this page.**

You can set the pay code to repeat by changing the value in the Repeat For cell. This will add the pay code for as many days as you would like.

Pay codes can also be entered directly on the timecard. Add a row to the day you want to add a pay code using the '+' button. Click the pay code drop down and select the desired pay code. Then enter the duration and the start time.

After you enter your pay code, the result will be as follows. In this example the employee punched in between 8am and 12pm. They took their half hour lunch then used the four hour Training pay code starting at 1230PM to meet their 8 hours.

Screenshots

Add Pay Code

Assigned to
Genus, Sophia S

Effective Date:* 11/27/2019

Pay Code:* Training

Amount (HH.hh):* 4.00

Override Accrual Days:

Override Shift

Whole Shift Partial Shift

Start Time:* 12:30PM

Repeat for: 1 days

Comments (0) [Add Comment](#)

Mon 8/17

train

Training

4.0 12:30PM

Mon 8/17	8:00AM-4:30PM			8:00AM		12:00PM
		Training	4.0	12:30PM		