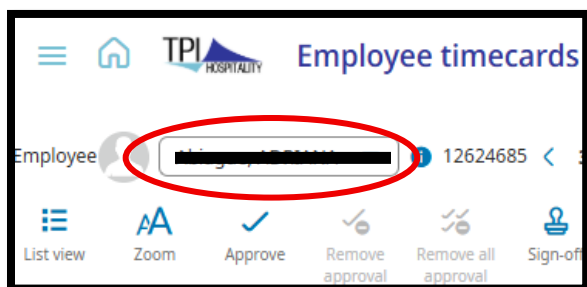


HOW TO ADD PAYCODES TO HOURLY TIMECARDS

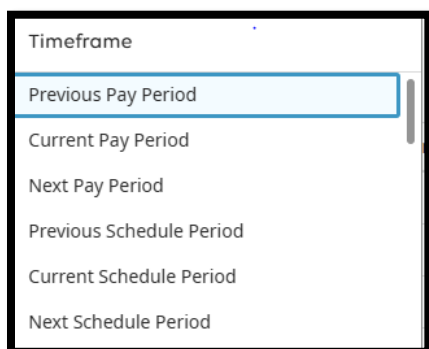
Managers may need to add a pay code to an hourly employee's timecard to establish a different pay type for worked or non-worked hours.

Main Menu > My Team > Team Timecards

- From the **Team Timecards** page, select the cell with the name of the employee whose timecard you want to view at the top of the page



- Select the **Select Timeframe** icon  to select the timeframe from the drop-down list (ex. previous pay period)



- Find the row for the date you want to add the pay code to (ex. Monday)
- Select the + icon to add an additional row for that date (pay codes can't be entered in a row with punches)
- From the new row, select the cell in the **Pay Code** column

		Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code
+	⊖	Sun 10/19								
+	⊖	Mon 10/20								
+	⊖									

- Use the drop-down list to select the correct pay codes, and press **Enter** (ex. sick)

- Select the **Amount** cell from the same row and select **Full Scheduled Day** or **Half Scheduled Day** from the drop-down list. After selecting one of those options, click on the **Amount** cell again and enter the actual number of hours the employee is using.

		Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount
+	⊖	Sun 10/19									
+	⊖	Mon 10/20									
+	⊖									Sick Pay	Half sched...

- Press **Enter**
- Right-click the cell in the **Amount** column, add select **Comments**

Paycode actions

Date:
10/20/2025
Assignment:
Assignment
Paycode:
Sick Pay
Amount:
0:00
Start time:
12:00 AM

Edit
Comments

- Select the appropriate comment from the drop-down list or choose **Other** and type a note (ex. went home sick). Writing a note is optional but encouraged for documentation.

Comments (1)

⊖ Other
⊖ Went home sick.
Add another note

Cancel
Apply

- Select **Apply** and **Save**
- A blue colored exception should appear in the cell you just edited under the Amount column.

Pay Code	Amount
Sick Pay	8:00