# 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.

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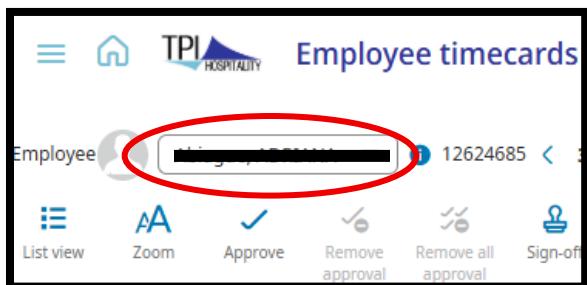
- Select the **Select Timeframe** icon to select the timeframe from the drop-down list (ex. previous pay period)
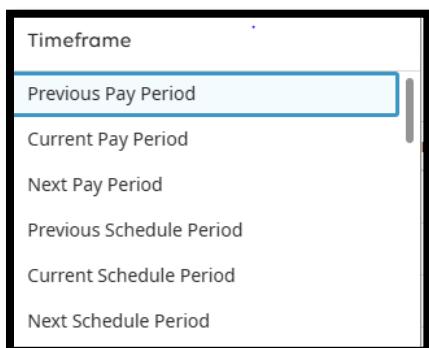
- Find the row for the date you want to add the pay code to (ex. Monday)
- Select the + icon to add an additional row for that date (pay codes can't be entered in a row with punches)
- From the new row, select the cell in the **Pay Code** column

		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**
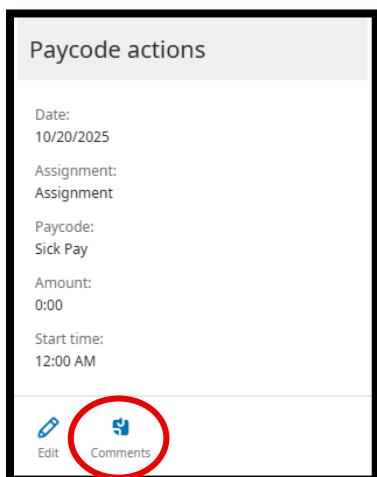
Paycode actions

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.
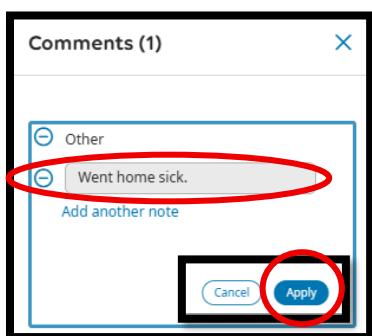
Comments (1)   ✕

⊖ 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 ▧