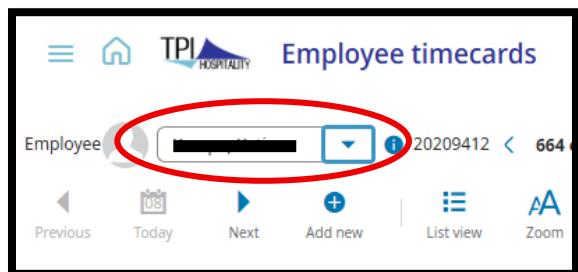


# HOW TO ADD PAYCODES TO SALARY TIMECARDS

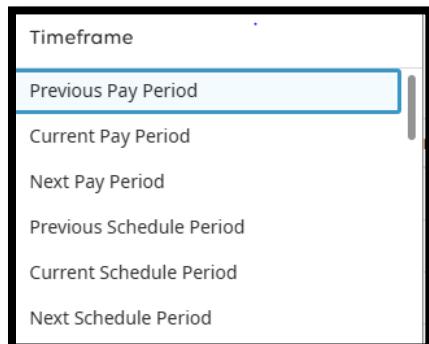
Managers may need to add a pay code to a salaried employee's timecard to establish a different pay type for worked or non-worked hours.

## 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

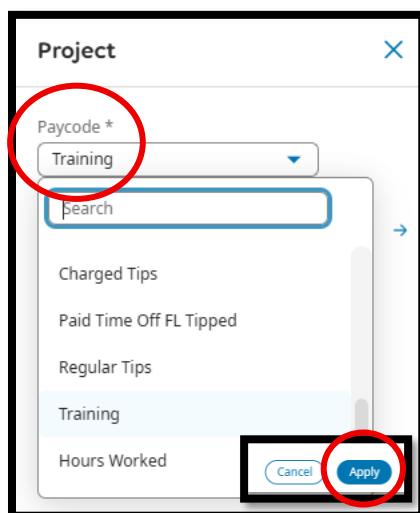


- Select the **Select Timeframe** icon  to select the timeframe from the drop-down list (ex. previous pay period)

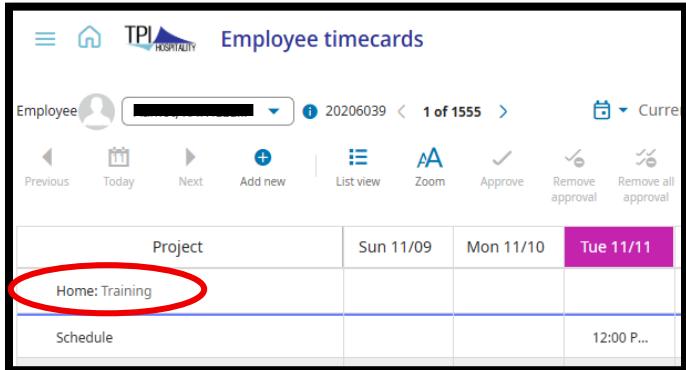


Select the **Add New** icon 

- Select the appropriate pay code from the **Pay code** drop-down list (ex. training)



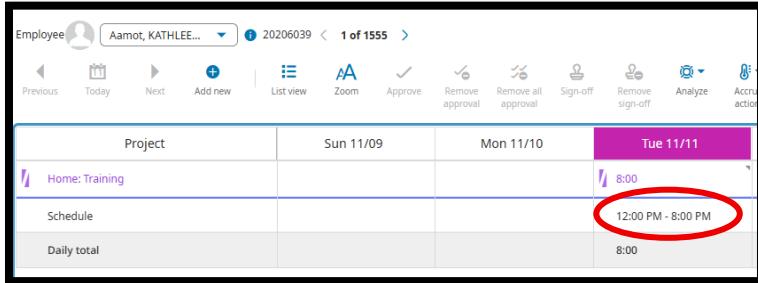
- Select **Apply** and a new line on the timecard will appear



The screenshot shows the 'Employee timecards' page. At the top, there are navigation buttons for 'Previous', 'Today', 'Next', 'Add new', 'List view', 'Zoom', 'Approve', 'Remove approval', and 'Remove all approval'. The date is set to 202006039, and it shows '1 of 1555'. The table has columns for 'Project', 'Sun 11/09', 'Mon 11/10', and 'Tue 11/11'. A new row has been added for 'Home: Training' under the 'Project' column. The 'Tue 11/11' cell for this row is highlighted with a red circle. Below the table, there is a 'Schedule' section and a 'Daily total' section.

Project	Sun 11/09	Mon 11/10	Tue 11/11
Home: Training			
Schedule			12:00 P...

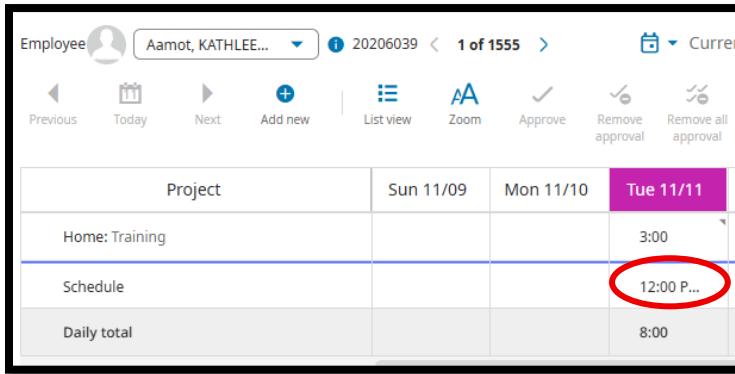
- Locate the column of the date for which you want to add the pay code to and select the cell in the new row (ex. Tuesday)
- From the drop-down list, select either **Full Scheduled Day** or **Half Scheduled Day**



The screenshot shows the 'Employee timecards' page for employee 'Aamot, KATHLEE...'. The table structure is identical to the previous screenshot, but the 'Schedule' row now contains a time range: '12:00 PM - 8:00 PM'. This range is highlighted with a red circle. The 'Daily total' row shows a total of 8:00.

Project	Sun 11/09	Mon 11/10	Tue 11/11
Home: Training			8:00
Schedule			12:00 PM - 8:00 PM
Daily total			8:00

- Select **Save** 
- Note: If you need to enter specific hours apart from a full or half day then adjust the hours in the project row **Home** where you initially entered the full or half day pay code and enter the new hours needed. (Ex. delete the 8.00 hours in the Tuesday cell in the **Home** row and enter the new hours necessary... like 3.00 hours)



The screenshot shows the 'Employee timecards' page for employee 'Aamot, KATHLEE...'. The table structure is identical to the previous screenshots. The 'Schedule' row now shows a time range of '12:00 P...'. The 'Daily total' row shows a total of 8:00. The 'Home: Training' row has been modified to show 3:00 in the 'Tue 11/11' cell, indicating a change from the initial 8:00 entry.

Project	Sun 11/09	Mon 11/10	Tue 11/11
Home: Training			3:00
Schedule			12:00 P...
Daily total			8:00

- Select **Save** 