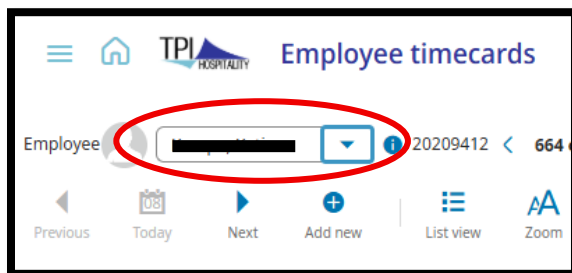



HOW TO ADD PAYCODES TO SALARY TIMECARDS

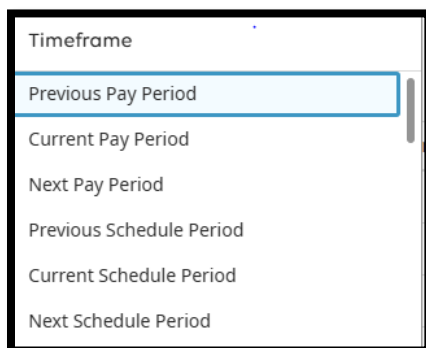
Managers may need to add a pay code to a salaried employee's timecard to establish a different pay type for worked or non-worked hours.

My Team > Team Timecards

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



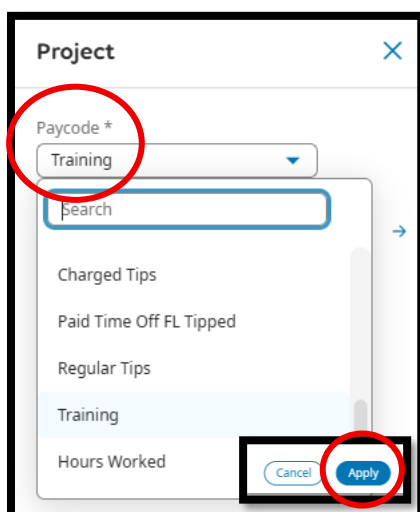
- Select the **Select Timeframe** icon  to select the timeframe from the drop-down list (ex. previous pay period)



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' interface for employee Aamot, KATHLEE... (ID: 20206039). The interface includes a top navigation bar with icons for Previous, Today, Next, Add new, List view, Zoom, Approve, Remove approval, and Remove all approval. Below the navigation bar is a table with columns for Project, Sun 11/09, Mon 11/10, and Tue 11/11. A new line has been added for 'Home: Training' on Tuesday 11/11, which is circled in red. The 'Schedule' row shows '12:00 P...' for Tuesday 11/11.

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' interface for employee Aamot, KATHLEE... (ID: 20206039). The interface includes a top navigation bar with icons for Previous, Today, Next, Add new, List view, Zoom, Approve, Remove approval, Remove all approval, Sign-off, Remove sign-off, Analyze, and Accrual. Below the navigation bar is a table with columns for Project, Sun 11/09, Mon 11/10, and Tue 11/11. A new line has been added for 'Home: Training' on Tuesday 11/11, which is circled in red. The 'Schedule' row shows '12:00 PM - 8:00 PM' for Tuesday 11/11, which is also circled in red. The 'Daily total' row shows '8:00' for Tuesday 11/11.

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' interface for employee Aamot, KATHLEE... (ID: 20206039). The interface includes a top navigation bar with icons for Previous, Today, Next, Add new, List view, Zoom, Approve, Remove approval, and Remove all approval. Below the navigation bar is a table with columns for Project, Sun 11/09, Mon 11/10, and Tue 11/11. A new line has been added for 'Home: Training' on Tuesday 11/11, which is circled in red. The 'Schedule' row shows '12:00 P...' for Tuesday 11/11, which is also circled in red. The 'Daily total' row shows '8:00' for Tuesday 11/11.

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

- Select **Save** 