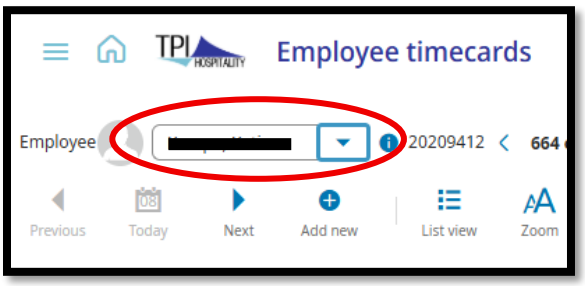
HOW TO ADD PAYCODES TO SALARY TIMECARDS

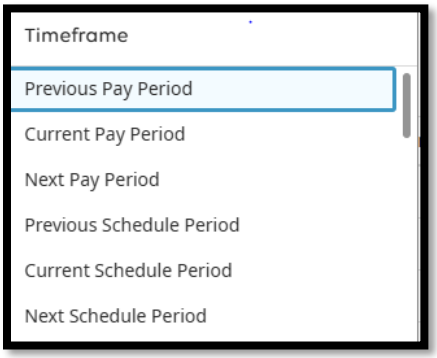
Managers may need to add a pay code to a salaried employee's timecard to establish a different pay type for worked or non-worked hours.

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

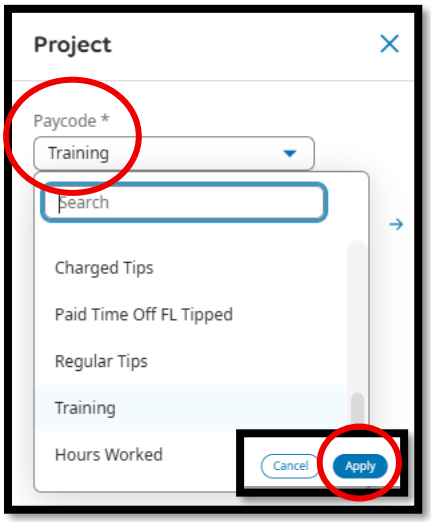


- Select the **Select Timeframe** icon to select the timeframe from the drop-down list (ex. previous pay period)

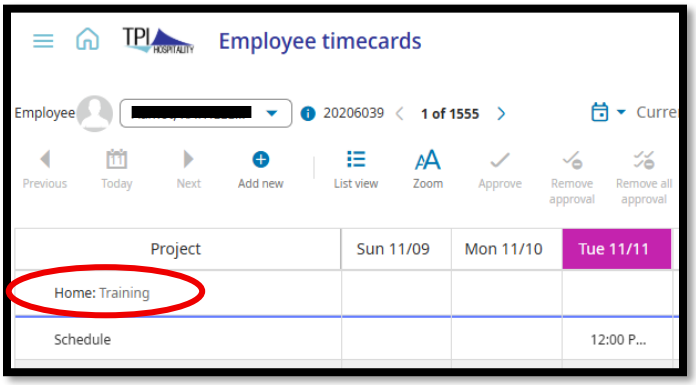


Select the **Add New** icon

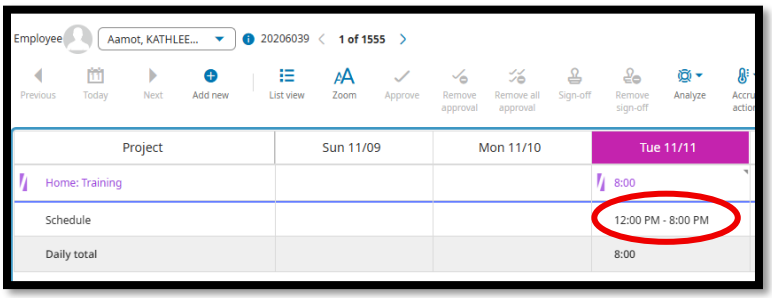
- Select the appropriate pay code from the **Pay code** drop-down list (ex. training)

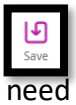


- Select **Apply** and a new line on the timecard will appear

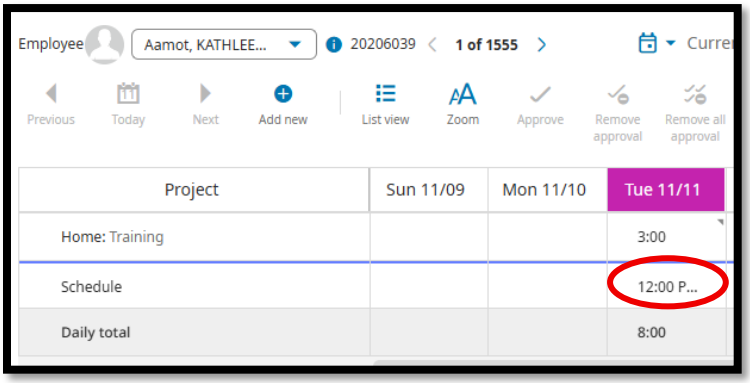


- Locate the column of the date for which you want to add the pay code to and select the cell in the new row (ex. Tuesday)
- From the drop-down list, select either **Full Scheduled** Day or **Half Scheduled Day**



- 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)



- Select **Save**