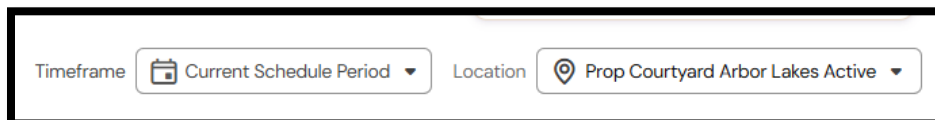


HOW TO ADD PAY CODES TO SCHEDULES

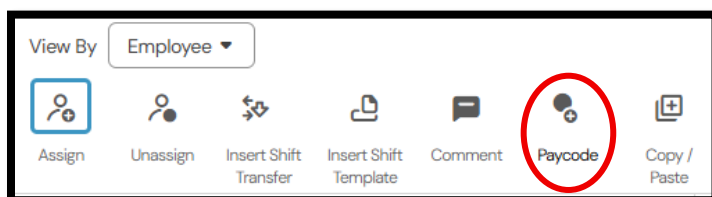
My Team > Team Plan > Schedule Planner

- Adjust the **timeframe** and **location** field if needed in the upper right corner



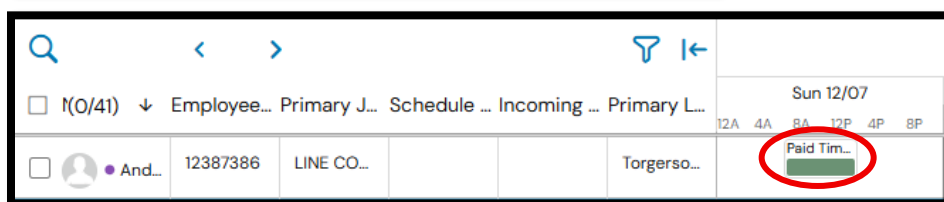
Timeframe 📅 Current Schedule Period ▾ Location 📍 Prop Courtyard Arbor Lakes Active ▾

- At the top, click on **quick actions, paycode**, and select the option you want to use (ex. PTO). A + will appear on your cursor, click over the shift you want to add a pay code to, and the purple bar will change to green. Then click **save**.



View By Employee ▾

Assign Unassign Insert Shift Transfer Insert Shift Template Comment **Paycode** Copy / Paste

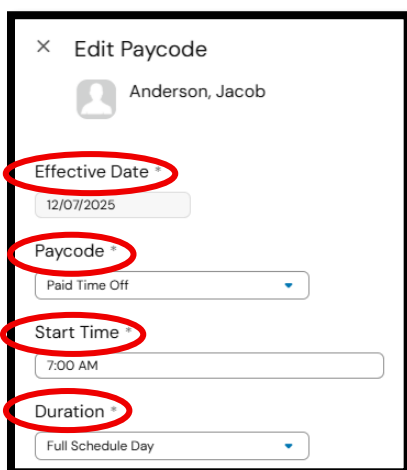


Search < > Filter Left Arrow

☐ 1(0/41) ▾ Employee... Primary J... Schedule ... Incoming ... Primary L...

						Sun 12/07
						12A 4A 8A 12P 4P 8P
<input type="checkbox"/>	And...	12387386	LINE CO...		Torgerso...	Paid Tim...

- If you want to edit the paycode, double click on the cell, and the **edit paycode** side bar will appear.
- Update any necessary information (effective date, paycode, start time, duration, etc)
- Make sure the **override accrual box** isn't selected, add a **comment**, click **apply** and **save**.



✕ Edit Paycode

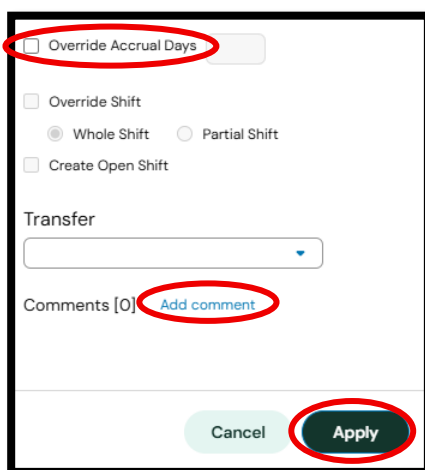
Anderson, Jacob

Effective Date *
12/07/2025

Paycode *
Paid Time Off ▾

Start Time *
7:00 AM

Duration *
Full Schedule Day ▾



☐ **Override Accrual Days**

☐ Override Shift

☒ Whole Shift ☐ Partial Shift

☐ Create Open Shift

Transfer
▾

Comments [0] [Add comment](#)

Cancel **Apply**