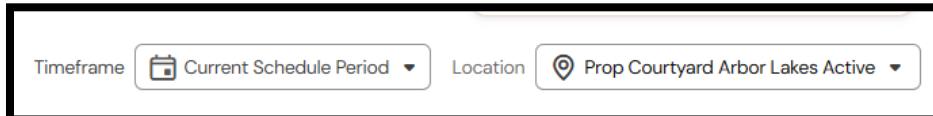


HOW TO ADD PAY CODES TO SCHEDULES

My Team > Team Plan > Schedule Planner

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



- 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**.

- 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**.