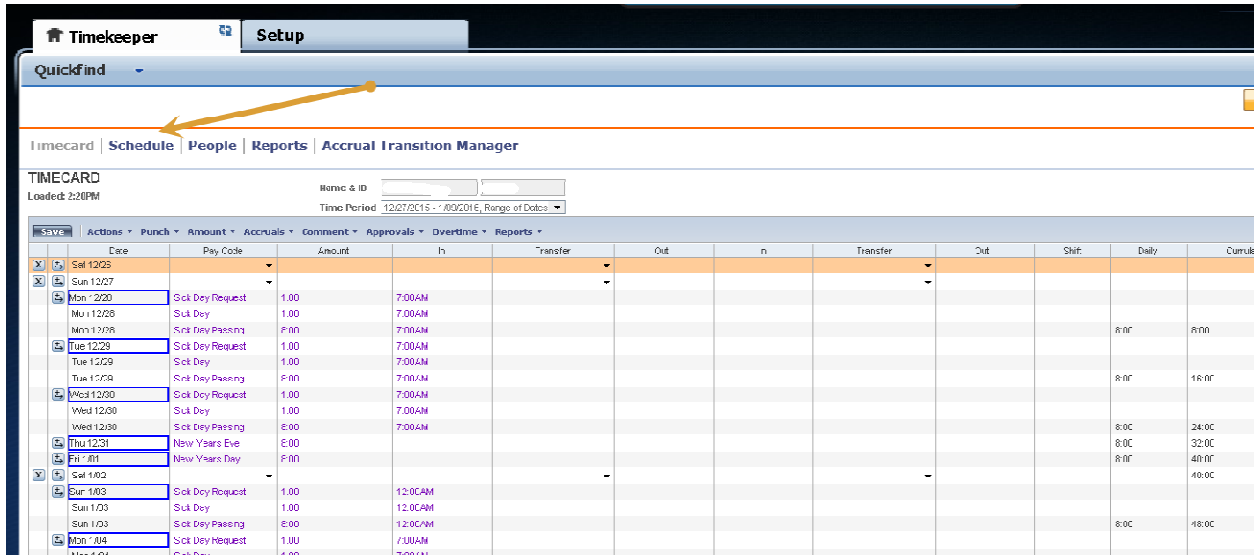
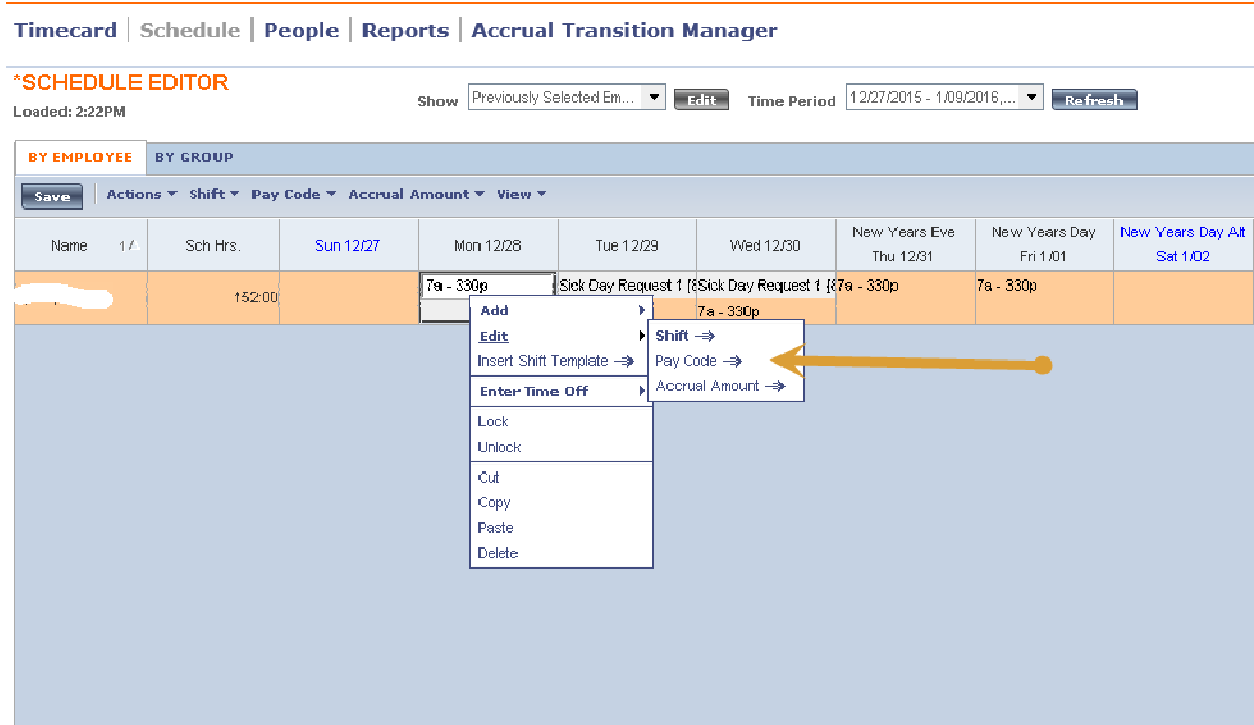


How to add a pay code to a schedule for purposes of Time Off Entry

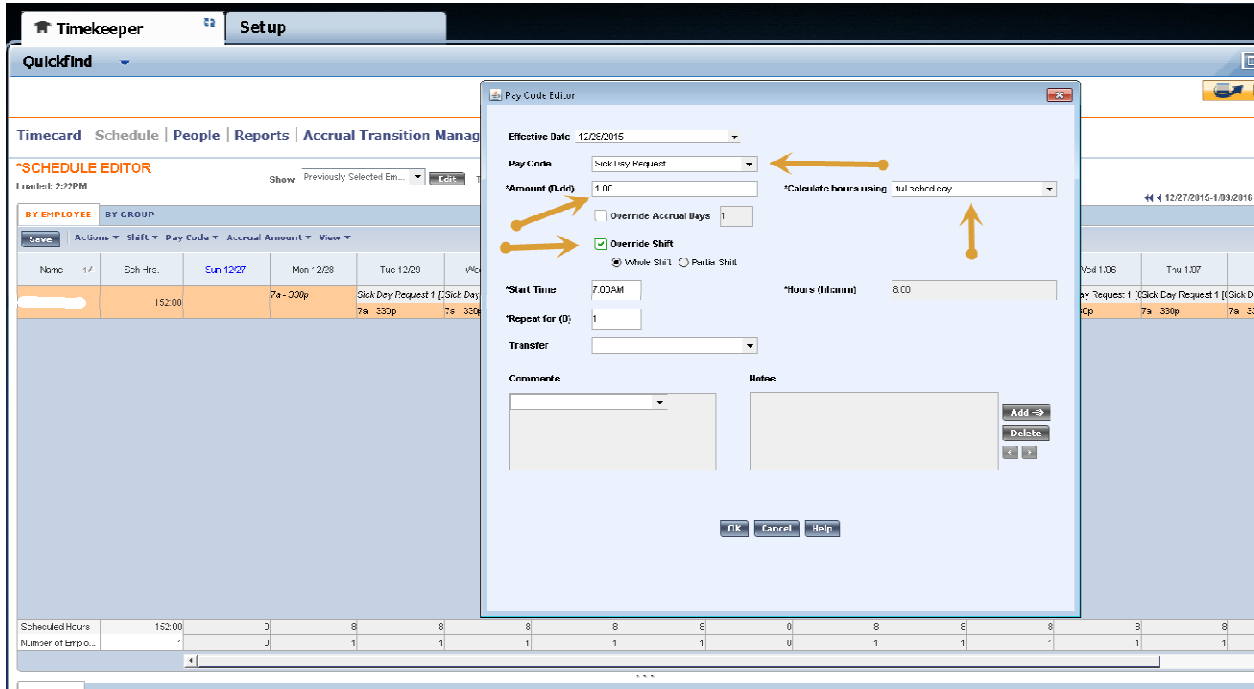
Pull up the employee timecard with the proper range of dates and click on the “schedule” button



Right click on the day you would like to add time off do and select Add then Pay Code



When the pay code editor screen pops up, make sure you select the correct pay code (always use the “requesting” code here). The Amount will be either 1 for full day or .5 for half day. For full day, override the whole shift. For half day, override the partial shift. Then hit OK.



If the employee does not have a schedule, you will need to change the “Calculate hours using” box to the Specified hours based on if you choose 1 for full day or .5 for half day. Then adding in the hours to the “*Hours” field. Then hit ok.

The screenshot shows the 'Pay Code Editor' dialog box in the Timekeeper software. The dialog is titled 'Pay Code Editor' and contains the following fields and options:

- Effective Date:** 12/27/2015
- Pay Code:** Sick Day Request
- *Amount (D.d):** 1.00
- Override Shift:** (Selected)
- *Calculate hours using:** Specified hours (highlighted by an orange arrow)
- *Start Time:** 12:00AM
- *Hours (hh:mm):** 0:00
- *Repeat for (D):** 1
- Transfer:** (Empty dropdown)
- Comments:** (Text area)
- Notes:** (Text area)
- Buttons:** Add, Delete, OK, Cancel, Help

The background window is the 'SCHEDULE EDITOR' for an employee, showing a table with columns for Name, Sch Hrs, and dates from Sun 12/27 to Tue 12/29. The table shows a 'Sick Day Request' for 1.00 hours on Sun 12/27 and 1.00 hours on Mon 12/28, with a total of 2.00 hours.

Once the schedule is saved you can go back to the timecard and you should see 3 lines of the request you just added. The request code is the action you took, the day code is deduction from the accrual bucket and the passing code is the equivalent hours that is passing over to payroll.

The screenshot shows the 'TIMECARD' window in the Timekeeper software. The window is titled 'TIMECARD' and shows a table with columns for Date, Pay Code, Amount, n, Transfer, and Out. The table displays three rows for the dates Sat 12/26, Sun 12/27, and Mon 12/28. The Mon 12/28 row is highlighted with a blue border and contains three entries: 'Sick Day Request' (1.00), 'Sick Day' (1.00), and 'Sick Day Passing' (8.00). Three orange arrows point to the right from the 'Sick Day Passing' row.

Date	Pay Code	Amount	n	Transfer	Out
Sat 12/26					
Sun 12/27					
Mon 12/28	Sick Day Request	1.00	7:00AM		
Mon 12/28	Sick Day	1.00	7:00AM		
Mon 12/28	Sick Day Passing	8.00	7:00AM		