INSTRUCTIONS FOR ENTERING PAY CODES

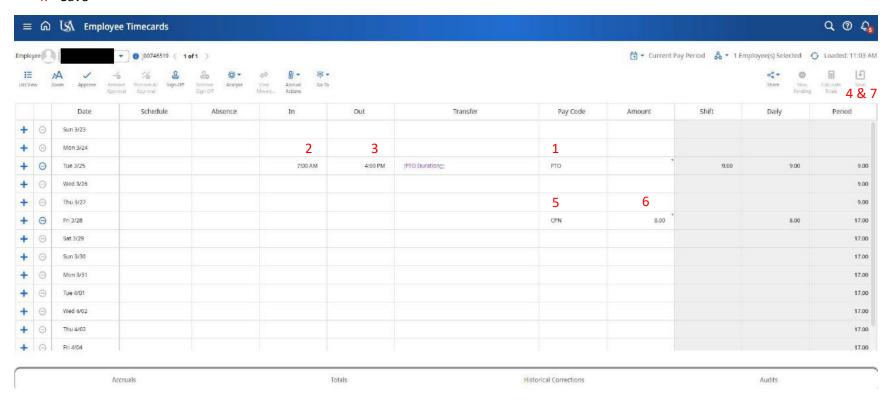
DURATION VS. STANDARD

For Duration Pay Codes:

- 1. Select or Key Pay Code
- 2. Enter In time
- 3. Enter Out time
- 4. Save

For Standard Pay Codes:

- 5. Select or Key Pay Code
- 6. Enter Amount (hours)
- 7. Save



Duration pay codes entered directly on a timecard requires an "In" time and "Out" time.

Duration pay codes entered via a time off request (schedule) requires an "In" time and duration