

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

Employee Timecards

Employee: J00746519 1 of 1

Current Pay Period 1 Employee(s) Selected Loaded: 11:03 AM

List View Zoom Approve Remove Approval Remove All Approval Sign-Off Remove Sign Off Analyze View Moved... Accrual Actions Go To Share View Pending Calculate Totals Save

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sun 3/23										
+	⊖	Mon 3/24			2	3		1				
+	⊖	Tue 3/25			7:00 AM	4:00 PM	PTO Duration...	PTO		9.00	9.00	9.00
+	⊖	Wed 3/26										9.00
+	⊖	Thu 3/27						5	6			9.00
+	⊖	Fri 3/28						CPN	8.00		8.00	17.00
+	⊖	Sat 3/29										17.00
+	⊖	Sun 3/30										17.00
+	⊖	Mon 3/31										17.00
+	⊖	Tue 4/01										17.00
+	⊖	Wed 4/02										17.00
+	⊖	Thu 4/03										17.00
+	⊖	Fri 4/04										17.00

Accruals Totals Historical Corrections Audits

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