

Adding Leave Paycodes

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
+	Set 2/18									
+	Sun 2/19									
+	Mon 2/20	8:30AM-5:00PM								
+	Tue 2/21	8:30AM-5:00PM								
+	Wed 2/22	8:30AM-5:00PM								
+	Thu 2/23	8:30AM-5:00PM								
+	Fri 2/24	8:30AM-5:00PM								
+	Set 2/25									
+	Sun 2/26									
+	Mon 2/27	8:30AM-5:00PM								
+	Tue 2/28	8:30AM-5:00PM								
+	Wed 3/01	8:30AM-5:00PM								
+	Thu 3/02	8:30AM-5:00PM								
+	Fri 3/03	8:30AM-5:00PM								

STEP 1: Right click on Pay Code cell, the Pay Codes Actions box will open.

STEP 2: In the Pay Code Actions box, click on the Edit button, then the Amount box will open.

STEP 3: Click on the Pay Code drop down menu to pick correct pay code and in the Amounts box, place the correct hours.

STEP 4: Click OK.