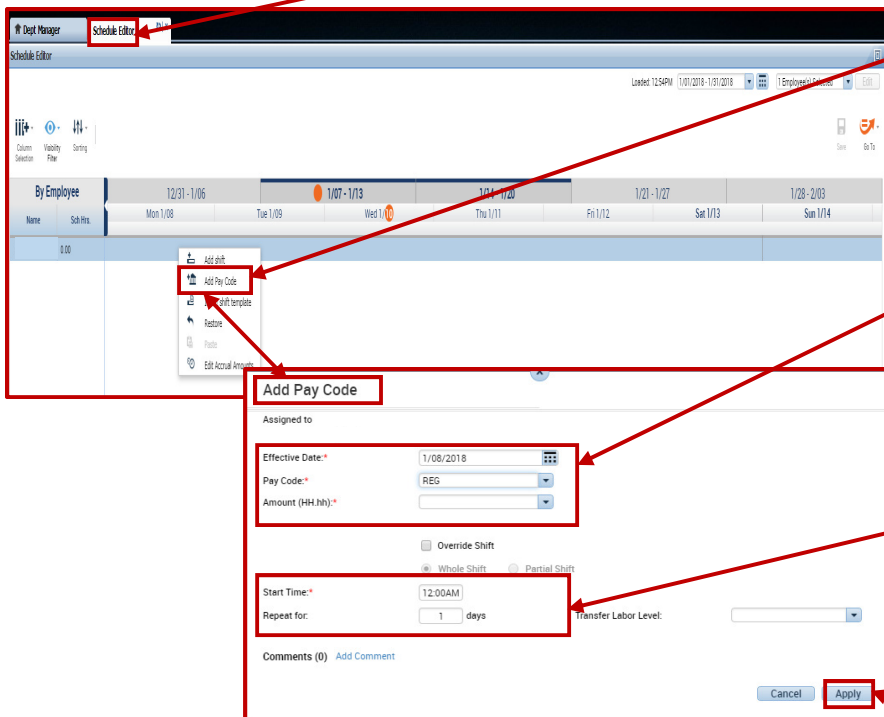
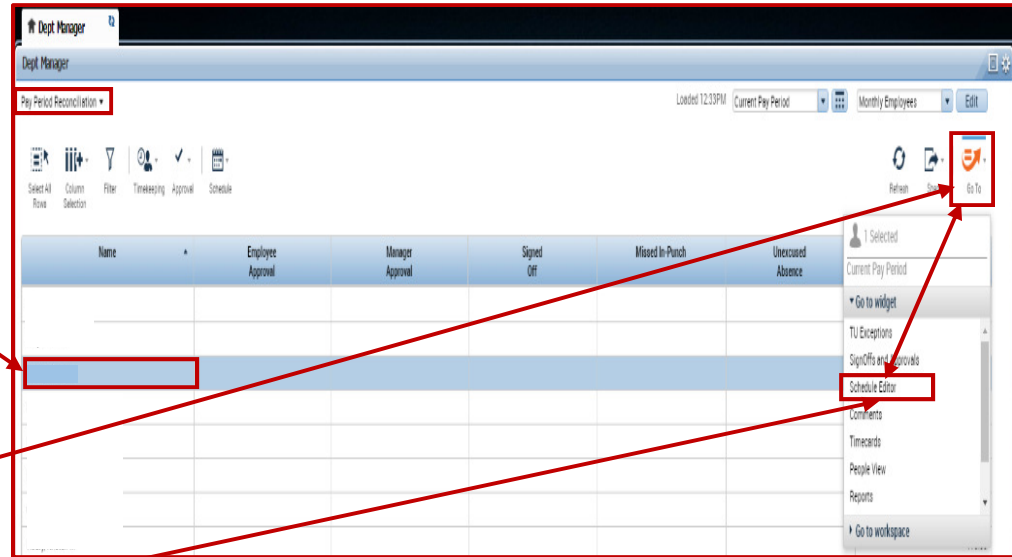


Using the Schedule Editor to Add Paycode

STEP 1: Under your Dept Manager workspace, make sure you select “Pay Period Reconciliation” under your Quick Find drop down.

STEP 2: Select the specific employee(s) by clicking CTRL C. The line selected will highlight dark blue.

STEP 3: In the Go To Widget, select the Schedule Editor option to open the workspace.



STEP 4: Under your Schedule Editor workspace, right click on the cell underneath the date. Select Add Pay Code.

STEP 5: The Add Pay Code box should open. Confirm that the correct Effective Date appears. From the Pay Code drop-down list, select the applicable pay code. In the Amount field, enter the number of non-worked hours.

STEP 6: In the Start Time field, enter start time for the pay code. Use Repeat to enter the number of consecutive days to schedule this non-worked time.

STEP 6: Click on Apply to apply changes. Then the Save button.