

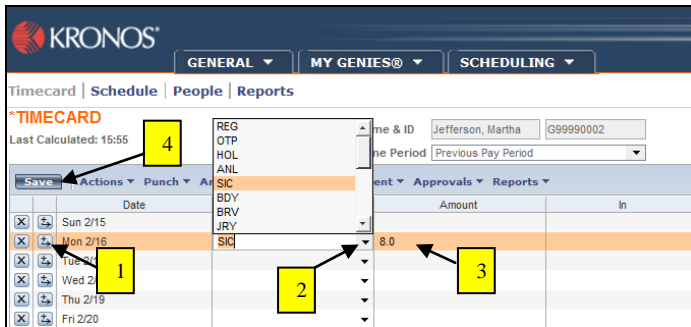
# TIME REPORTING HELPFUL TIPS

## Adding Pay Codes

Pay codes facilitate payroll processing by grouping specific types of worked and non-worked hours to accurately track time. Employees who use hourly timecards use pay codes to track non-worked hours such as annual and sick leave.

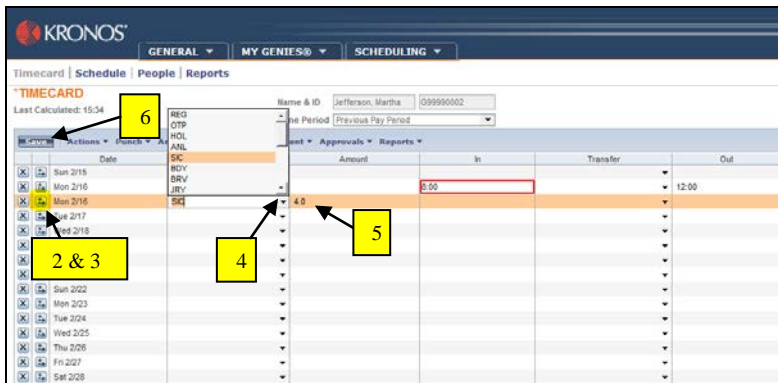
### Adding a pay code for a full day:

1. Click on Pay Code cell for the day you want to add a pay code amount
2. Click the arrow to display the available pay codes and select a pay code from the list
3. Click the **Amount** cell that corresponds to the pay code you selected. Enter the number of hours.
4. Click **Save**.



### When adding a pay code on a line where there is already existing time:

1. You cannot add a pay code to a row that contains punches
2. Click on **Pay Code** cell for the day you want to add a pay code amount
3. Click on the Plus (+) sign next to the day to **add a row**
4. Click the arrow to display the available pay codes and select a pay code from the list
5. Click the **Amount** cell that corresponds to the pay code you selected. Enter the number of hours.
6. Click **Save**.



### Available Pay Codes:

|               |                           |                 |                   |
|---------------|---------------------------|-----------------|-------------------|
| SIC - Sick    | BDY - Birthday (10 years) | HOL - Holiday   | SH1 - Shift 1     |
| ANL - Annual  | UCL - University Closing  | JRY - Jury Duty | SH2 - Shift 2     |
| HOL - Holiday | LWP - Leave Without Pay   | WKE - Weekend   | DBT - Double Time |