

Adding Pay code

From “My Information” click on “My Timecard”

Select the day you want to add a pay code to.

Click on the “Pay Code” use the drop down button to select pay code, hit tab then total hours then save.

My Timecard

Loaded: 11:39 Current Pay Period

Print Timecard Refresh Calculate Totals Save

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sun 6/11												
Mon 6/12		REGULAR	8.0	8:00							8.0	8.0
Tue 6/13		REGULAR	8.0	8:00							8.0	16.0
Wed 6/14		REGULAR	8.0	8:00							8.0	24.0
Thu 6/15		REGULAR	8.0	8:00							8.0	32.0
Fri 6/16		REGULAR	8.0	8:00							8.0	40.0
Sat 6/17												40.0
Sun 6/18												40.0
Mon 6/19		REGULAR	8.0	8:00							8.0	48.0
Tue 6/20		REGULAR	8.0	8:00							8.0	56.0

Totals Accruals Audits Historical Corrections

Account	Pay Code	Amount
01/8560/1202/-/-/-	REGULAR	80.0
01/8560/1202/-/-/-	TOTAL PR	80.0

To Approve timecard from work space “My Information” you will need to approve Previous Pay Period then Approve Timecard.

My Timecard

Loaded: 09:04 Previous Pay Period

Print Timecard Refresh Calculate Totals Save

Approve Timecard

Remove Timecard Approval

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sun 5/2...												
Mon 5/...		REGUL...	8.0	8:00							8.0	8.0
Tue 5/3...		REGUL...	8.0	8:00							8.0	16.0
Wed 5/...		REGUL...	8.0	8:00							8.0	24.0
Thu 6/0...		REGUL...	8.0	8:00							8.0	32.0
Fri 6/02		REGUL...	8.0	8:00							8.0	40.0
Sat 6/03												40.0
Sun 6/0...												40.0
Mon 6/...		REGUL...	8.0	8:00							8.0	48.0
Tue 6/0...		REGUL...	8.0	8:00							8.0	56.0

Totals Accruals Audits Historical Corrections

Location	Job	Account	Pay Code	Amount
		01/8560/1202/-/-/-	REGULAR	80.0
		01/8560/1202/-/-/-	TOTAL PR	80.0