

Logging Hours Through a Paycode



If a colleague is off and you need to record a paycode, please ensure that the colleagues' hours are submitted correctly.

1. Go to **Timecard** > Select **Sick** within the **Paycode** Field> select relevant value within the **Amount** Dropdown (as normal) > click Save

| | Date | Schedule | In | Transfer | Out | Pay Code | Amount | Shift | Daily |
|---|----------|------------|------|----------|-----|----------|--------|-------|-------|
| + | Sun 12/4 | | | | | | | | |
| + | Mon 13/4 | | 8:30 | | | Sick | 0.00 | | |
| + | Tue 14/4 | 8:30-16:45 | | | | | 7.45 | | |

If there are working times within the **schedule** field, you can select **Full Sched Day** or **Half Sched Day** from the dropdown

| | Date | Schedule | In | Transfer | Out | Pay Code | Amount | Shift | Daily | Period |
|---|----------|----------|----|----------|-----|----------|--------|-------|-------|--------|
| + | Sun 12/4 | | | | | | | | | |
| + | Mon 13/4 | | | | | Sick | 0.00 | | | |
| + | Tue 14/4 | | | | | | | | | |

If there is no schedule working time in the **schedule** field (highlighted) please enter the number of hours in the **amount** field manually.

Please ensure there are the relevant number of hours the colleague would have been working on that day for the right hours to be submitted.