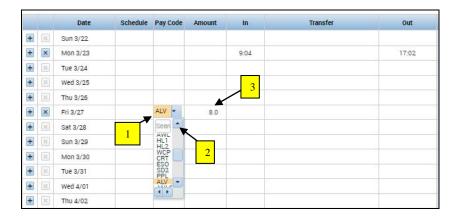
## **Adding Pay Codes**

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.

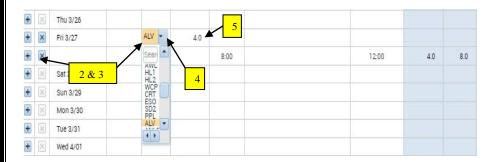
## Adding a pay code for a full day:

- 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: Located on the Payroll website under Time Reporting, Kronos Pay Code descriptions.