

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**.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ X	Sun 3/22						
+ X	Mon 3/23				9:04		17:02
+ X	Tue 3/24						
+ X	Wed 3/25						
+ X	Thu 3/26						
+ X	Fri 3/27		ALV	8.0			
+ X	Sat 3/28						
+ X	Sun 3/29						
+ X	Mon 3/30						
+ X	Tue 3/31						
+ X	Wed 4/01						
+ X	Thu 4/02						

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**.

+ X	Thu 3/26							
+ X	Fri 3/27		ALV	4.0				
+ X	Sat 3/28			8:00		12:00	4.0	8.0
+ X	Sun 3/29							
+ X	Mon 3/30							
+ X	Tue 3/31							
+ X	Wed 4/01							

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