

Adding a Pay Code Amount

Timecard
Last Saved: 11:31

Name & ID:

Time Period: ▼

Save | Actions | Punch | Amount | Comment | Approvals

		Date	Pay Code	Amount	In	Transfer	Out
		Fri 11/28			7:00		16:00
		Sat 11/29	AL-1SHIFTNF ▼	8.0			
		Sun 11/30	AL-1SHIFTCT ▲				
		Mon 12/01	AL-2SHIFTCT		7:00		16:00
		Tue 12/02	AL-3SHIFTCT				
		Wed 12/03	AL-1SHIFTNF				
		Thu 12/04	AL-2SHIFTNF				
			AL-3SHIFTNF				

- Display the employee's timecard and make sure that the correct pay period is displayed below the employee's name.
- Select the date that the hours need to be added to.
- Select the appropriate pay code from the drop-down list.
- Enter the number of hours in the amount column.
Colons or decimals are necessary (800 will become 800 hours).
- Select **Save**.