

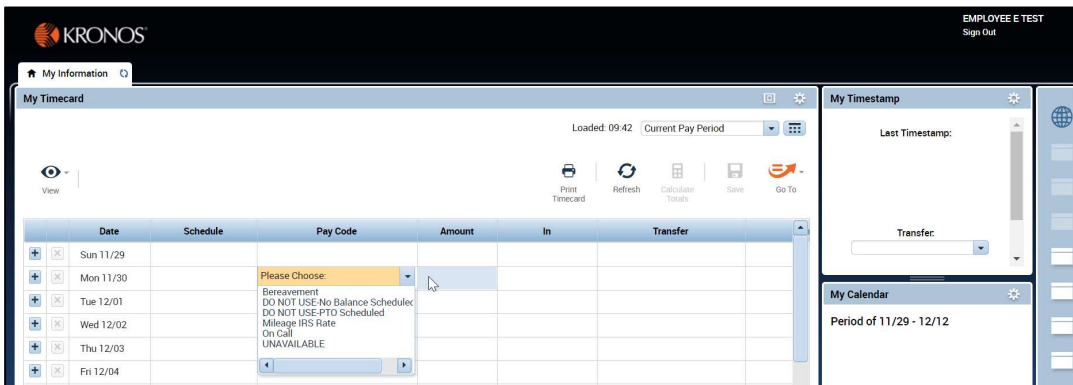
Timecard: Entering a Pay Code

Pay codes entered by an employee are used to label an amount of time dedicated to a specific occurrence. Most commonly this will be for on call, low census, and mileage.

***Time off work is entered via pay code however planned time off requests should be submitted through the Global Time Off Request (GTOR) process, not entered directly into the timecard. When the request is approved the timecard will update.

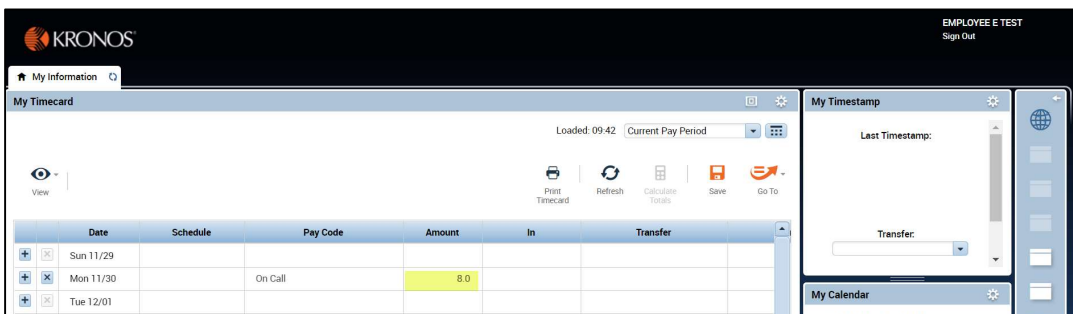
***Unscheduled time off work can be entered directly in the timecard by Non-Exempt (Hourly) employees and using the GTOR process for Providers and Exempt (salaried) employees.

1. Within the timecard select the drop-down arrow in the “Pay Code” column and either scroll through the list or search by the beginning of the pay code name in the search field.
 - a. Select the appropriate pay code.



Date	Schedule	Pay Code	Amount	In	Transfer
Sun 11/29					
Mon 11/30					
Tue 12/01					
Wed 12/02					
Thu 12/03					
Fri 12/04					

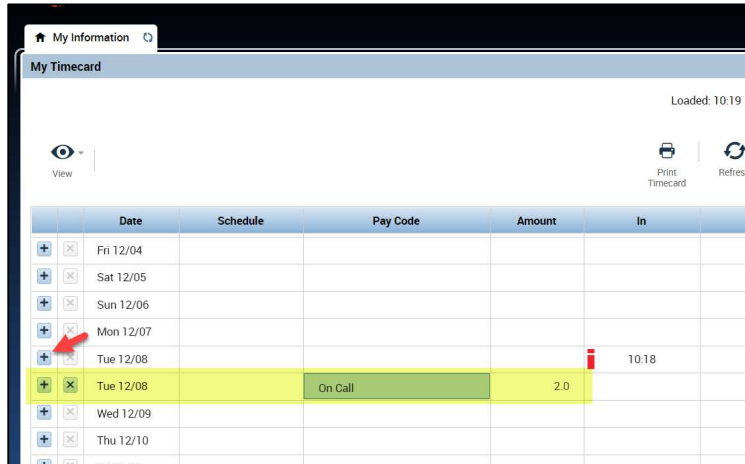
2. Enter the number of hours in the “Amount” column.



Date	Schedule	Pay Code	Amount	In	Transfer
Sun 11/29					
Mon 11/30		On Call	8.0		
Tue 12/01					

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Note: If you need to add a pay code to a day that already has information on it (punches, transfers, or other pay code) you will need to add a new line for that day by clicking the plus (+) icon to the left of the date. Add the pay code and amount to the new line.



	Date	Schedule	Pay Code	Amount	In	Out
+ x	Fri 12/04					
+ x	Sat 12/05					
+ x	Sun 12/06					
+ x	Mon 12/07					
+ x	Tue 12/08				10:18	
+ x	Tue 12/08		On Call	2.0		
+ x	Wed 12/09					
+ x	Thu 12/10					
+ x	Fri 12/11					

3. Click “Save” and then “Refresh” to review changes.



	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ x	Fri 12/04						
+ x	Sat 12/05						
+ x	Sun 12/06						
+ x	Mon 12/07						
+ x	Tue 12/08				10:18		
+ x	Tue 12/08		On Call	2.0			
+ x	Wed 12/09						
+ x	Thu 12/10						
+ x	Fri 12/11						

If you have questions about this process or would like more information, please contact your manager, timekeeper, or Human Resources Business Partner.