





Add, Edit or Delete Paycodes

Important: These specific types of edits should only be processed in Schedule view and NOT on the Timecard. You cannot add items on signed-off or locked days.

To Add a Premium Pay Code

Use the **Paycode**  action available from different glances to access to all options for creating a paycode to add premium pay to a shift.

Right-click an employee, a shift, or an empty date cell. The corresponding glance appears.

Click **Paycode** . The Paycode panel appears.


Depending on which entity you first right-clicked, different options are available. Default options appropriate to the context are provided. Modify any default option as required:

- **Effective Date:** Select the **Effective Date** to define when to apply the paycode.
- **Paycode:** Select the **Paycode** type. For example, Stand-by Pay.
- **Start Time:** Specify when the paycode should take effect in the schedule. For example, 8:00am.
- **Specify Amount:** allows you to enter a duration as **Amount Hours** (hh:mm). For example: 3:00.

(Optional) Enter the number of consecutive days to **Repeat** the paycode. This value is in continuous days and does not skip holidays or weekends.

Click **Add Comment** to choose a comment from the list of configured comments and add it to the paycode. Type in the **Note** text box to add a personalized note to the comment.

Click **Apply**.

Save  your changes on the main schedule page.

Add Paycode
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TestEmployee
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Effective Date * 📅

Paycode *

Start Time

Duration *

Amount Hours *

Override Accrual Days

Override Shift

Whole Shift Partial Shift

Create Open Shift

Repeat For Days

Transfer

Comments [0] [Add Comment](#)

To Edit or Delete a Paycode

Right click the Paycode that you want to change. Follow the same steps as above to revise the options.

Note: When eliminating or reducing a prior edit, you may need to reinstert a normal shift to keep the schedule whole.