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.

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 reinserst a normal shift to keep the schedule whole.