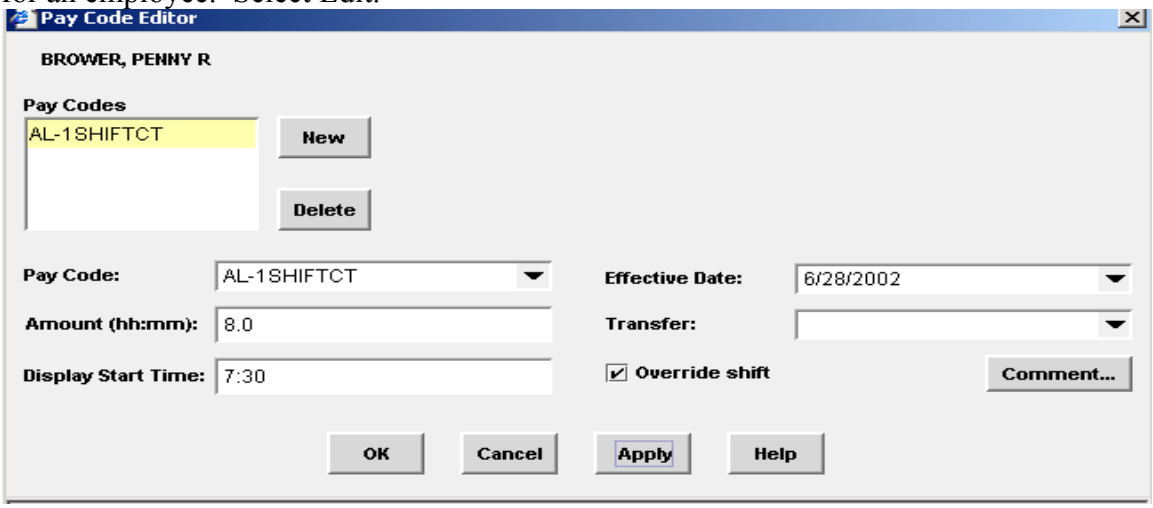
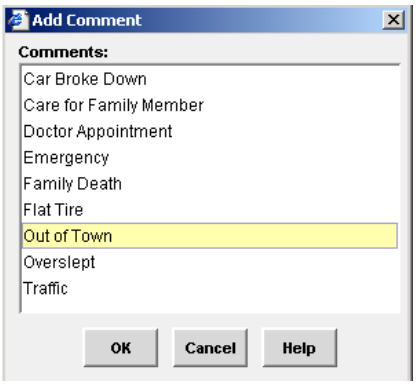
Pay Code Editor

You can schedule pay codes from the Schedule Planner for extended periods of time, such as maternity leave, in advance for an employee. The pay code will automatically be transferred to the employee's timecard. **Note**: If you use the Pay Code Editor you will need to change the schedule when the employee returns to work.

From the Schedule Planner click on Pay Code, select the specific day to add a Pay Code for an employee. Select Edit.



From the Pay Code, dropdown select the appropriate code. If the employee has a shift, the Pay Code and start time will be populated. Enter the amount of hours to be given, change the start time if necessary, and the effective date. To add a comment, select one from the dropdown and click OK.



When finished, click OK, and you will be taken back to the Schedule Planner.

Select **Save** to save your edits.