

MANAGERS - EDITING PAYCODES



Objective

To learn how to manually enter pay codes to your timecard. Only a Manager licensed user will be able to change the pay code.

Purpose

The hours enter into a timecard are automatically allocated to a default pay code based on the Pay Rule assigned to the employee. Hours that require a different paycode, (absent paycodes), you can manually add the applicable pay code and the associated hours in a timecard. For paycodes such as vacation, in-lieu time off requests, the recommended approach is to use the request for time off module which automatically adds the pay code.

* A pay code cannot be entered on a day that a Punch exists. A line with a time punched In or Out is reserved for the pay rule to calculate. A pay code entry is essentially an override to the pay rule or replacement for a pay rule.

1 Log in to **myCloud Timecard** (Workforce Central)

2 **Go to** an employee's **Timecard**

3 If a Punch exists, **delete** the punch(es) by clicking on the

Two Options available:

4

1. Right Click on the **pay code** cell

- Pops up the edit menu, select **edit**
- Click on the **pay code**
 - enter name in smart search
 - or select from drop-down
- Enter time – if Full Day – select the **Full sched day** otherwise enter the time in **hours:minutes** or in decimal
- If you enter a time then you must enter a **start time** in the Time cell
- Click on **OK**
- **Save**

2. Left Click on the **pay code** cell

- Select from the **drop-down** or do a simple search by keying in the first letters of the pay code
- Proceed to enter the amount of **Hours**.
- **Save**

	Date	Schedule	In	Out	Transfer	Pay Code	Amount
	Tue 8/21	8:00AM-4:30PM	8:00AM	4:30PM			
	Wed 8/22	8:00AM-4:30PM					
	Thu 8/23	8:00AM-4:30PM	8:00AM	4:30PM			
	Fri 8/24	8:00AM-4:30PM	8:00AM	4:30PM			
	Sat 8/25						
	Sun 8/26						
	Mon 8/27	8:00AM-4:30PM	8:00AM	4:30PM			

* Although you see the pay code, the system will check in the background to validate if you have access to use the pay code. An error message will display if you are disallowed to use that particular pay code.

The system will also validate if hours are available in the employee's accrual balance. Please refer to the **paycode reference guide** on the intranet for additional help on choosing the right paycode.