How do I...charge time to pay codes (sick, vacation, hazard pay, etc…)?

SCENARIO

I was sick. How do I enter my leave time? How do I enter my hazard pay premium?

BACKGROUND

There may come a time when you need to charge your time to a *pay code* rather than entering *In* and *Out* punches (*hourly timecard*) or entering a duration (*project timecard*). For example, you might add a *pay code* amount for *vacation* time or for time that you work on a specific project. A *pay code* amount can also be a *premium* paid on hours assigned, like *hazard pay.*

ACTION

1. **Locate** the applicable day on the timecard. Pay code amounts and punches cannot be on the same row of the timecard. If there are punches for that row, add a new row by **clicking** on the *drop down arro*w. ⤷

2. **Select** the *pay code* from the *pay code column.*

3. In the same row as the pay code, **enter** the amount of time that applies to the *pay code* in the appropriate day of the week.

4. **Enter** the time in hours and minutes (HH:mm) or as a decimal amount (HH.hh). If you enter the time in hours and minutes, *Timesaver* will convert the entry to a decimal amount (7:30 is converted to 7.5).

5. To add a comment to the pay code amount, **select** *Comments* > **Add**.

6. **Repeat** as necessary until you have accounted for all your time.

7. **Click** *Save.*

Example of pay code edits in HOURLY VIEW time card

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
⤷	Mon 1/21								
⤷	Tue 1/22								
⤷	Tue 1/22			7:01AM	...WT-RD-60011	12:00PM	12:30PM	...WT-RD-60011	3:30PM
⤷	Tue 1/22	Hazard Pay	8.00		...WT-RD-60011				
⤷	Wed 1/23	Sick Leave	8.00						

Example of pay code edits in PROJECT VIEW timecard

	Pay Code	Transfer	Tue 1/15	Wed 1/16
⤷	Hours Worked		5.50	5.00
⤷	Comp Time Taken-Hol			3.00
⤷	Jury Duty		2.50	