




Assign a paycode for partial shift

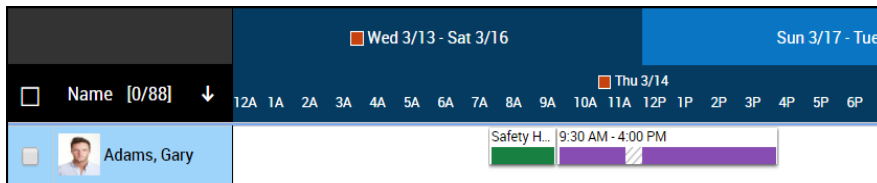
When employees attend meetings or similar situations during their shift, you can schedule the hours for meetings by assigning a paycode for a partial shift.

To add a paycode to the schedule for a partial shift:

Right-click on the shift and select **Add Paycode** .

1. From the **Add Paycode** panel, select the appropriate paycode from **Paycode** list. In this example, the Safety Hours paycode is selected.
2. Enter the **Start Time** when the paycode should be effective. In this example, the safety meeting starts in the morning at 7:30 am.
3. In the **Amount Hours** field, enter the number of hours that the paycode should be paid for.
4. Select the **Partial Shift** radio button. The **Override Shift** checkbox is always selected by default.
5. In the **Repeat for** box, enter the number of days this edit will apply.
6. Optionally, select **Add Comment** if you wish to enter a reason for the edit.
7. Click **Apply** and then click **Save**.

The scheduled shift will display a different color for the portion of time that the paycode applies.



The red dots denote there are unsaved changes for that shift.

