




Job Aid

## Add a Paycode for a Partial Shift


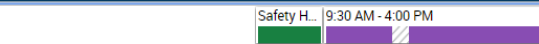
When employees attend meetings or similar situations during their shift, you can schedule the hours for meetings using a paycode.

### Assign a paycode for partial shift


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

1. Right-click on the shift and select **Add Paycode** .
2. From the **Add Paycode** panel, select the appropriate paycode from **Paycode** list. In this example, the Safety Hours paycode is selected.
3. Enter the **Start Time** when the paycode should be effective. In this example, the safety meeting starts in the morning at 7:30am.
4. In the **Duration** list, select an option. The **Specify Amount** option allows you to enter a specific number of hours needed.
5. In the **Amount Hours** field, enter the number of hours that the paycode should be paid for. In this example, the safety meeting is 2 hours long.
6. Select the **Partial Shift** radio button. The **Override Shift** checkbox is always selected by default, but in this case, only **Partial Shift** should be replaced with the Safety paycode.
7. In the **Repeat for** box, enter the number of days this edit will apply. For example, if there are safety meetings scheduled for the remainder of the week.
8. Optionally, select **Add Comment** if you wish to enter a reason for the edit.
9. Click **Apply** and then click **Save**.

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

	Wed 3/13 - Sat 3/16	Sun 3/17 - Tue
<b>Name</b> [0/88] ↓	Thu 3/14	
 Adams, Gary	Safety H... 9:30 AM - 4:00 PM 	


### Add Paycode



**Adams, Gary**  
Apprentice Welder  
.../Apprentice Welder

✕

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Effective Date \* 3/14/2019 

Paycode \* Safety Hours 1

Start Time \* 7:30 AM 2

Duration \* Specify Amount 3

Amount Hours \* 2:00 4

Override Shift

Whole Shift  Partial Shift 5

Create Open Shift

Repeat For 1 Days 6

Transfer  

Comments [0] [Add Comment](#) 7

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Cancel
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