





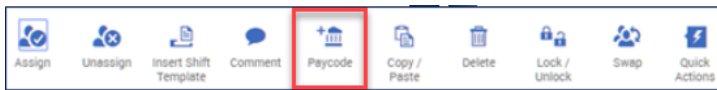
## Add a Paycode to Enter Time Off



You can add a paycode to enter time off for a day or you can convert a shift to a paycode. In both cases, similar options are available.  
**Note: You cannot add items on signed-off or locked days.**

### To convert a shift to a paycode


Use the Paycode  Quick Action to insert default values for a selected paycode, with start and end time that corresponds to the shift you replace:




1. Click **Quick Actions**  to open the Quick Action toolbar.




2. Click **Paycode** .
3. Select the paycode from the menu.
4. Click the shift you want to replace. (You can optionally click additional shifts to replace them with the same paycode.)
5. Click **Paycode**  again to deactivate the quick action.
6. **Save** your changes.

## To add a paycode from a glance

Use the Paycode  action available from different glances to access to all options for creating a paycode.


1. Right-click an employee, a shift, or an empty date cell. The corresponding glance appears.
2. Click **Paycode** . The Paycode panel appears.
3. Depending on which entity you first right-clicked, different options are available. Default options appropriate to the context are provided. Modify any default option as required:
  - **Effective date:** Select the **Effective Date** to define when to apply the paycode.
  - **Paycode:** Select the **Paycode** type. For example, Bereavement.
  - **Start time:** Specify when the paycode should take effect in the schedule. For example, 9:00am.
  - **Duration:** The duration **Specify Amount** allows you to enter a duration as **Amount Hours** (hh:mm). For example: 7:00. Other durations might include **Full Schedule Day**, **Full Pattern Day** or **Full Contract Day**.
4. (Optional) Enter the number of consecutive days to repeat the paycode. This value is in continuous days and does not skip holidays or weekends.
5. (Optional) select **Add Comment**  to choose a Comment from the list of configured comments and add it to the paycode. Type in the **Note** text box to add a personalized note to the comment.
6. Click **Apply**.
7. **Save**  your changes on the main schedule page.

**Add Paycode**
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**Effective Date \***  

**Paycode \***

**Start Time \***

**Duration \***

**Amount Hours \***

**Override Shift**  
 Whole Shift  Partial Shift

**Create Open Shift**

Repeat For  Days

**Transfer**

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