





Add a Paycode to Enter Time Off

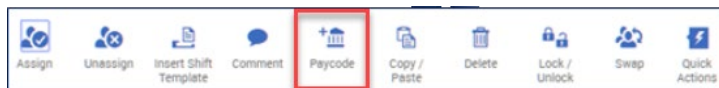
You can add a paycode to enter time off for a day or you can convert a shift to a paycode. In both cases, similar options are available.



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.