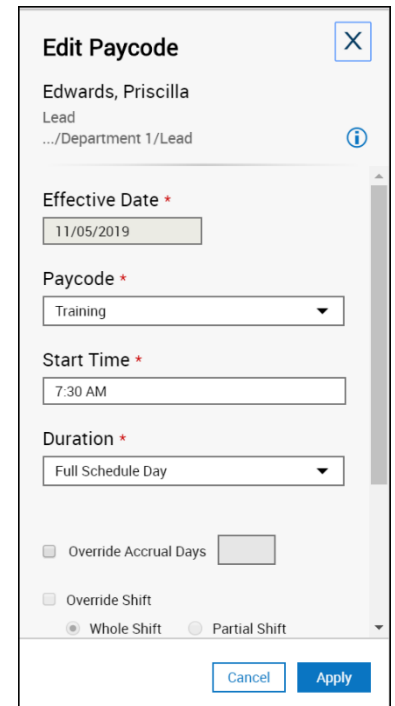![KRONOS]

Edit a paycode

Job Aid

You can edit a paycode or you can convert a shift to a paycode. In both cases, similar options are available.

Edit a paycode

1. Right-click a paycode on the schedule, then click Edit. The **Edit Paycode** panel appears.
2. Edit the paycode options (described below) as required.
3. Click Apply.
4. Save your changes.

Paycode options

- Effective date — Select the Effective Date to define when to apply the paycode.

- Paycode — Select the Paycode. The remaining options are determined by the type of paycode. There are three basic types:

  - Time-based paycodes are based on a value for time (duration).

  - Money-based paycodes are defined as an amount of money. This amount is not tied to time. Example: An employee receives a fixed amount of money as a bonus.

  - A cascading paycode is in a dependent relationship with another paycode. It can only appear when there are inadequate accruals for the originally selected paycode.

- Start time — Enter the Start Time to define the time of day.

  - **Note:** For money-based paycodes, this setting only controls where the paycode appears in the gantt view.

- Duration (for Time-based paycodes) — Select a symbolic value to tell the system to automatically calculate the duration.

  - Full or Half Schedule Day — The sum or half of the sum of all shifts during the day. Selectable even if the employee has no shifts; if so, the amount is 0:00. Full Schedule Day accounts for breaks, shift differentials, and overtime.

  - Full or Half Pattern Day — The sum or half of the sum of all shifts of all patterns associated with the employee on that day. The Amount dynamically updates after changes to the pattern. Selectable even if the employee is not associated with a pattern; if so, the amount is 0:00.

  - Full or Half Contract Day — The sum or half of the sum of all shifts of all contract groups associated with the employee. The Amount dynamically updates after changes to the contract group. Selectable

even if the employee is not associated with a contract group; if so, the amount is 0:00. Full Contract Day accounts for breaks, shift differentials, and overtime.

  o Specify Amount allows you to enter a duration as Amount Hours (hh:mm).

- Amount Hours for Specify Amount enter an amount of hours or for money based paycodes — specify the amount of pay.

- Define overrides:

  o If the paycode edit replaces a shift, select Override shift. Example: Set a Vacation paycode to override a shift.

  o You can override a whole shift or a partial shift.

  o Whole Shift removes the shift and replaces it with the paycode.

  o Partial Shift creates a segment within the existing shift or segment and replaces that part of the shift with the paycode.

  o If an employee has more than one scheduled shift during a day, a paycode edit overrides only the first shift that day. To change this default override, your system administrator can configure paycodes to override all shifts on a day.

  o If you want to apply the paycode in addition to the shift, clear the Override Shift option.

  o Override Shift is selected by default. Your system administrator can set this option to be cleared by default.

- In Transfers, select:

  o Business Structure — Select New, then select or search for a location transfer from the Business Structure. Access to perform transfers in the Business Structure must be enabled.

  o Payer Cost Center — Select New, then select or search for and select a cost center. Access to perform a Cost Center transfer must be enabled.

  o Labor Category — Select the labor category that you want to transfer, select or search for the labor category entry. Access to perform a Cost Center transfer must be enabled.

- Comments and notes

  If you need to include some additional information, you can create a comment or a note. Click Add Comment to choose a configured comment from the list that appears and add it to the Paycode. Type in the Note text box to add a personalized note to the comment.

Notes on Durations and Amounts

Units for Duration and Amounts change according to the type of paycode:

- For days (d.dd), enter a number between 0 and 1, or select a symbolic value.

- For money, enter a positive or negative number.

- For hours (hh:mm), enter a positive or negative number, or select a symbolic value.

- For cascading days, enter a number between 0 and 1. Not available from the By Employment Terms view.