



Use Duration Paycodes

This job aid explains how you can add duration paycodes to a timecard.

About Duration Paycodes



- Duration paycodes are hour-based and accrue time. For example, they can be used for vacation or sick time.
- Duration paycodes are the only paycodes that are added to the timecard using start and stop times corresponding to the tracked timespan.

To add a duration paycode:

1. Click a **Paycode** cell, then select a duration paycode from the drop-down list.
2. Note that you cannot add a paycode to a row that includes a punch. In this case, to add a paycode, click **Add Row** and enter the paycode on the new row.
3. Enter the time associated with the paycode in either of the following ways:
 - Enter the starting time in the In column and the ending time in the Out column.
 - Enter a symbolic amount, such as Full Sched Day or Half Sched Day, in the Amount column.

Note: If you enter a symbolic amount in the Amount column, the In and Out columns are disabled. If you enter an In and Out time and then enter a symbolic amount, the In and Out times are deleted, but the totals display using the In and Out times. Click Calculate Totals to calculate the correct amount.

4. Click **Save**.

Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift
Mon 1/07	11:00 AM - 11:00 PM					Holiday DUR		
Tue 1/08	9:00 AM - 9:00 PM		9:00 AM	9:00 PM			No Amount	1:30
Wed 1/09	10:00 AM - 10:00 PM		10:00 AM	 6:00 PM			Full sched day	7:30
							Full contract day	7:30