

INSTRUCTIONS FOR ENTERING PAY CODES

DURATION VS. STANDARD

For Duration Pay Codes:

1. Select or Key Pay Code
2. Enter In time
3. Enter Out time
4. Save

For Standard Pay Codes:

5. Select or Key Pay Code
6. Enter Amount (hours)
7. Save

The screenshot shows the 'Employee Timecards' application interface. At the top, there is a navigation bar with the LSA logo and the text 'Employee Timecards'. Below this, there is a toolbar with various icons for actions like 'List View', 'Zoom', 'Approve', 'Remove Approval', 'Sign-Off', 'Analyze', 'View Moved...', 'Accrual Actions', and 'Go To'. On the right side of the toolbar, there are icons for 'Share', 'View Pending', 'Calculate Totals', and 'Print', with the numbers '4 & 7' written in red next to the 'Calculate Totals' icon. The main area is a table with columns: Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The table contains data for dates from Sun 3/23 to Fri 4/04. Red annotations are placed on the table: '2' is above the 'In' column for Mon 3/24; '3' is above the 'Out' column for Mon 3/24; '1' is above the 'Pay Code' column for Tue 3/25; '5' is above the 'Pay Code' column for Thu 3/27; '6' is above the 'Amount' column for Fri 3/28. At the bottom of the interface, there are four tabs: 'Accruals', 'Totals', 'Historical Corrections', and 'Audits'.

	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ ⊖	Sun 3/23										
+ ⊖	Mon 3/24			2	3		1				
+ ⊕	Tue 3/25			7:00 AM	4:00 PM	PTD Duration	PTD		9.00	9.00	9.00
+ ⊖	Wed 3/26										9.00
+ ⊖	Thu 3/27						5	6			9.00
+ ⊖	Fri 3/28						CPN	8.00		8.00	17.00
+ ⊖	Sat 3/29										17.00
+ ⊖	Sun 3/30										17.00
+ ⊖	Mon 3/31										17.00
+ ⊖	Tue 4/01										17.00
+ ⊖	Wed 4/02										17.00
+ ⊖	Thu 4/03										17.00
+ ⊖	Fri 4/04										17.00

Duration pay codes entered directly on a timecard requires an “In” time and “Out” time.
Duration pay codes entered via a time off request (schedule) requires an “In” time and duration