Kronos Workforce Timekeeper 8.0
Timecard Instructions – Entering a Pay Code Amount

A Pay Code Amount is a group of non-worked hours (vacation, sick days, etc) that is to be paid to a benefits-eligible, hourly employee. These employees may enter Pay Code Amounts on their own Timecards.

1. IN/OUT times and Pay Code Amounts cannot be entered in the same row.

- If there are already IN and OUT times entered in the row for the day you want to add a Pay Code Amount, and you want to delete the IN and Out times, click on the button to clear the start and stop times in that row.
- If you want to enter a Pay Code Amount in addition to the IN and OUT times already entered in the row, click on the Add button ( ) to add another row for that day.

2. Click on the Pay Code cell to open the Pay Code dropdown list. If you know the name of the Pay Code, you can enter the name to shorten to search list.

3. Select the Pay Code you want to add. The Pay Code will appear in the Pay Code cell on the Timecard.

4. Click in the corresponding cell in the Amount column.

5. Enter the amount of hours for the Pay Code. **Note:** To enter time with hours and minutes, use decimal format (7.5 not 7:30).

6. Select **SAVE** to save your additions.