To Add a Premium Pay Code

Use the **Paycode** action available from different glances to access to all options for creating a paycode to add premium pay to a shift.

Right-click an employee, a shift, or an empty date cell. The corresponding glance appears.

Click **Paycode** . The Paycode panel appears.

Depending on which entity you first right-clicked, different options are available. Default options appropriate to the context are provided. Modify any default option as required:

- **Effective Date:** Select the **Effective Date** to define when to apply the paycode.

- **Paycode:** Select the **Paycode** type. For example, Stand-by Pay.

- **Start Time:** Specify when the paycode should take effect in the schedule. For example, 8:00am.

- **Specify Amount:** allows you to enter a duration as **Amount Hours** (hh:mm). For example: 3:00.

your changes on the main schedule page.

To Edit or Delete a Paycode

Right click the Paycode that you want to change. Follow the same steps as above to revise the options.

Note: When eliminating or reducing a prior edit, you may need to reinstert a normal shift to keep the schedule whole.