

Hourly Employee Timekeeping

Add a Pay Code to Enter Time Off

You can add a pay code to enter time off for a day or part of a day.

To select a pay code on a timecard

1. From your timecard, click in the **Pay Code** column.
2. Click the drop down arrow to open a list of pay codes.

| | | Date | Schedule | Absence | In | Out | Transfer | In | Out | Transfer | Pay Code | Amount |
|---|---|----------|-------------------|---------|----|-----|----------|----|-----|----------|----------|--------|
| + | ⊖ | Sat 9/03 | | | | | | | | | | |
| + | ⊖ | Sun 9/04 | | | | | | | | | | |
| + | ⊖ | Mon 9/05 | 8:00 AM - 4:30 PM | | | | | | | | | 0.00 |
| + | ⊖ | Tue 9/06 | 8:00 AM - 4:30 PM | | | | | | | | | |
| + | ⊖ | Wed 9/07 | 8:00 AM - 4:30 PM | | | | | | | | | |
| + | ⊖ | Thu 9/08 | 8:00 AM - 4:30 PM | | | | | | | | | |
| + | ⊖ | Fri 9/09 | 8:00 AM - 4:30 PM | | | | | | | | | |
| + | ⊖ | Sat 9/10 | | | | | | | | | | |
| + | ⊖ | Sun 9/11 | | | | | | | | | | |
| + | ⊖ | Mon 9/12 | 8:00 AM - 4:30 PM | | | | | | | | | |
| + | ⊖ | Tue 9/13 | 8:00 AM - 4:30 PM | | | | | | | | | |
| + | ⊖ | Wed 9/14 | 8:00 AM - 4:30 PM | | | | | | | | | |
| + | ⊖ | Thu 9/15 | 8:00 AM - 4:30 PM | | | | | | | | | |
| + | ⊖ | Fri 9/16 | 8:00 AM - 4:30 PM | | | | | | | | | |

- Convenience Pay
- Holiday Pay
- Military Leave Pay
- Prior Pay Period Hours
- Emergency FMLA
- Vacation Pay
- Emergency Paid Sick Leave
- Funeral Leave
- Holiday Worked
- Non-Cash Accruable
- Regular
- Winter Recess Pay
- Community Service Leave
- Emergency Paid Sick Caregiver
- Grad Assistant Hours
- Docked Pay
- ISU Closing Worked
- Estimated Hours Worked
- Overtime

3. Select the pay code you wish to use then tab, moving your cursor to the **Amount** column.
4. Enter the number of hours used into the **Amount** column.
5. **Save.**

| | | | | | | | | | | | | |
|---|---|----------|-------------------|--|--|--|--|--|--|--|--------------|------|
| + | ⊖ | Sun 9/11 | | | | | | | | | | |
| + | ⊖ | Mon 9/12 | 8:00 AM - 4:30 PM | | | | | | | | | |
| + | ⊖ | | | | | | | | | | Vacation Pay | 7.50 |
| + | ⊖ | Tue 9/13 | 8:00 AM - 4:30 PM | | | | | | | | | |

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