

# Managing Employees in a Pay Code

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Pay Codes may be drilled into to manage employees in a specific Pay Code. Select the arrow to the left of the Pay Code. Paygroup Managers only have the ability to see the employees that they are responsible for managing.

The screenshot shows the 'Codes' interface. At the top, there is a 'Codes' header with a help icon and a '34 seconds' timer. Below the header is an 'Add Pay Code' button and a 'Show Inactive Pay Codes' checkbox. The main table lists pay codes with columns: Code, Name, Hourly Rate, Static Rate, Salary, Payable, Overtime, and Type. Two pay codes are listed: 'Arrival' and 'Customer Visit'. A red circle highlights the arrow to the left of the 'Arrival' pay code. Below this, a detailed view of the 'Arrival' pay code is shown, including an 'Add' button and a table of employees. The employee table has columns: Employee, Hourly Rate, Static Rate, Default, Payable, and Allow Overt... Two employees are listed: 'Papay, Travis' and 'Robinson, Mellissa'. A red circle highlights the 'Add' button, and a red arrow points from the 'Arrival' pay code to the 'Add' button. At the bottom, there are navigation buttons and a '1 - 2 of 2 items' indicator.

Code	Name	Hourly Rate	Static Ra...	Salary	Payable	Overtime	Type	
▶ Arrival	Arrival Work	\$25.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard	<a href="#">Edit</a> <a href="#">Delete</a>
▶ Customer Visit	Customer Visit	\$25.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard	<a href="#">Edit</a> <a href="#">Delete</a>

  

Code	Name	Hourly Rate	Static R...	Salary	Payable	Overtime	Type	
▶ Arrival	Arrival Work	\$25.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Add</a>								
Employee	Hourly Rate	Static Rate	Default	Payable	Allow Overt...			
Papay, Travis	\$25.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>	
Robinson, Mellissa	\$25.00	\$25.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>	

## Add an Employee to a Pay Code

Select Add to add an Employee to a Pay Code

The screenshot shows the 'Codes' interface with the 'Add' button in the employee table highlighted by a red circle. A red arrow points from the 'Add' button to the 'Add' button. The table has columns: Employee, Hourly Rate, Static Rate, Default, Payable, and Allow Overt... Two employees are listed: 'Papay, Travis' and 'Robinson, Mellissa'. At the bottom, there are navigation buttons and a '1 - 2 of 2 items' indicator.

Employee	Hourly Rate	Static Rate	Default	Payable	Allow Overt...			
Papay, Travis	\$25.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>	
Robinson, Mellissa	\$25.00	\$25.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>	

A new entry is created. When you select Employee, the drop down list is pre-populated with your company's employee.



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Add Pay Code  Show Inactive Pay Codes

Code ▲	Name	Hourly Rate	Static R..	Salary	Payable	Overtime	Type	
Arrival	Arrival Work	\$25.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Employee	Hourly Rate	Static Rate	Default	Payable	Allow Overt...	
Papay, Travis	\$25.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Robinson, Mellissa	\$25.00	\$25.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 - 2 of 2 items

