

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' indicator. Below the header is a table of pay codes. The first row is 'Arrival' with a right-pointing arrow circled in pink. Below this, a detailed view of the 'Arrival' pay code is shown, including an 'Add' button and a table of employees. The 'Add' button is also circled in pink. The employee table lists 'Papay, Travis' and 'Robinson, Mellissa'.

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	Edit Delete
Customer Visit	Customer Visit	\$25.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Standard	Edit 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"/>	Edit Delete
Robinson, Mellissa	\$25.00	\$25.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete

Add an Employee to a Pay Code

Select Add to add an Employee to a Pay Code

This screenshot is a close-up of the 'Add' button in the employee table of the 'Arrival' pay code. The 'Add' button is circled in pink, and a pink arrow points to it. The table below it shows the same two employees as in the previous screenshot.

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"/>	Edit Delete
Robinson, Mellissa	\$25.00	\$25.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete

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	<a>Edit <a>Delete

+ Add

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>Edit <a>Delete
Robinson, Mellissa	\$25.00	\$25.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a>Edit <a>Delete

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