To add Pay Code hours on a date when you have no work hours:

Click on the cell for the appropriate date in the Pay Code column. Below is what you should see.
Highlight the correct pay code.

After you've chosen the Pay Code, click on the 'Amount' column on the same line. You'll see a couple of choices for half day and full day, but ignore those and enter the number of hours in the cell. Quarter hours are .25, .50 and .75. Click 'Save' in the upper left corner of the timesheet.

In the screenshot on the next page, you'll see that 8 hours of Unpaid Variable were selected on 2-24.

You always need to click on the 'Save' button before you close the browser. If you enter something incorrectly and you haven't saved it yet, you can click on the 'Actions' button (right next to 'save'), then select 'Refresh.' Your entries will be gone.

To add Pay Code hours to a date when you also have worked hours:

You can't add Pay Code hours to the same line as existing punches or other Pay Code hours, so you need to add a line. To do this, click on the blue box that has both a plus sign and a right-facing arrow that's to the left of the appropriate date. You'll see a second line appear for that date. Enter your hours on this line. In the screenshot below, a line was added on 2-26 to add VLD hours to a partial shift.

You won't be able to add PTO time if you don't have it available in your PTO bank.

Please speak with your Manager for any departmental rules regarding PTO Variable and Unpaid Variable.

Please contact Mary Beth in Payroll at 2353 if you have questions.