

Supervisors: How To Correct A Pay Code

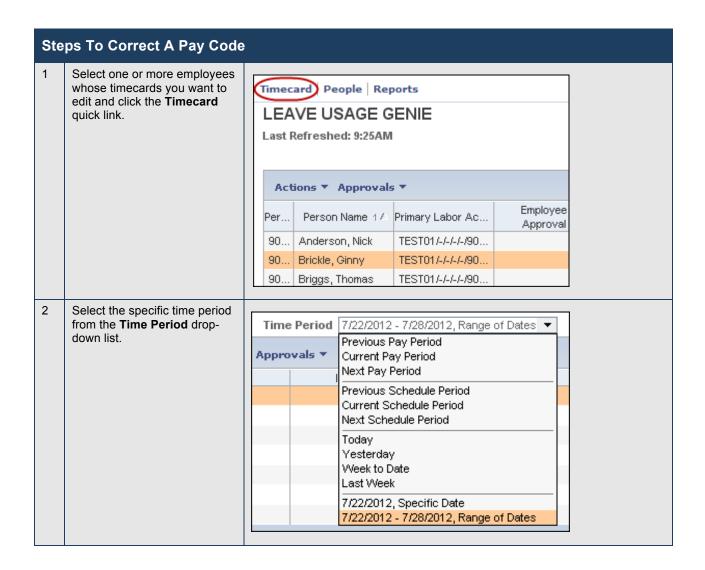
Purpose

You can change a pay code on a timecard if it is incorrect. For example, if an employee originally planned a vacation day, but was sick instead, you can change the code if they are unable to.



Tip:

A timecard is a legal document. It is always advisable to have the employee make any needed changes. In the event you need to make a change, written permission from the employee should be obtained when possible.





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