

The time durations you enter into your timecard are automatically allocated to a default pay code. If you need to add hours to your timecard that require a different pay code, for example, vacation or sick time, you can manually add the applicable pay code and the associated duration of time.

In this job aid, you will learn how to manually enter pay codes to your timecard.

### Entering pay codes

1 Access the log on page at <https://accomack.kronos.net>

2 Log on using your credentials.

3 Access the **My Timecard** widget.

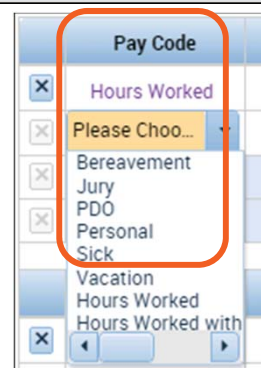
**Note**

If My Timecard is in a secondary widget position, promote the widget to a primary widget. If My Timecard is inactive, click the widget link in the Related Items pane to open the widget in a new tab.

4 In the timecard grid, click the cell for the applicable date.

Pay Code	Transfer	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10
Hours Worked		8:00	8:00	8:00	8:00	8:00
-Enter Pay C...						
Schedule		9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...
Daily Total		8:00	8:00	8:00	8:00	8:00

5 In the **Pay Code** column, click Enter Pay Code.



6 From the **Pay Code** drop-down list, select the applicable pay code.

7 In the newly added row, click the applicable day to add the duration.

Pay Code	Transfer	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10
Hours Worked		8:00	8:00	8:00		8:00
Sick					Full sched day	
Schedule		9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...		9:00AM-5:00...
Daily Total		8:00	8:00	8:00	8:00	8:00

8 Enter the number of hours and then press Enter.

Pay Code	Transfer	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10
Hours Worked		8:00	8:00	8:00	8:00	8:00
Sick					8:00	
-Enter Pay C...						
Schedule		9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...
Daily Total		8:00	8:00	8:00	8:00	8:00

9 Click **Save**.

10 Click **Refresh** to see daily totals.