

## Timesheet Pay Periods and Codes (add – edit)


This article describes how to add or edit Pay Periods and Timesheet Codes.

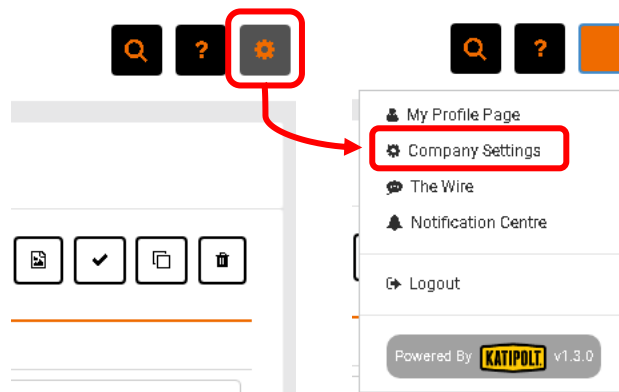
### To Add or Edit a Pay Periods;


Adding or Editing Pay Periods is done from the TIMESHEET CODES Subnav of the Company Settings Edit Window.

### Quick Flow;

**Company Settings > [Edit] > TIMESHEET CODES > “Pay Period Start Day” > “Start Timesheet Pay Periods From” > [Save]**

1. Press on the **Settings** button  to display the Options Menu, then Press on the **Company Settings** option to display the Company Settings Window



2. From the Company Settings Window, Press on the **[Edit]** button  to display the Company Settings Edit Window



3. Scroll down and Press on the **TIMESHEET CODES** Subnav to expand



4. From the expanded TIMESHEET CODES Subnav, Enter a day into the **“Pay Period Start Day”**, then Select a **“Start Timesheet Pay Periods From”**, then Press the **[Save]** button of the TIMESHEET CODES Subnav to save




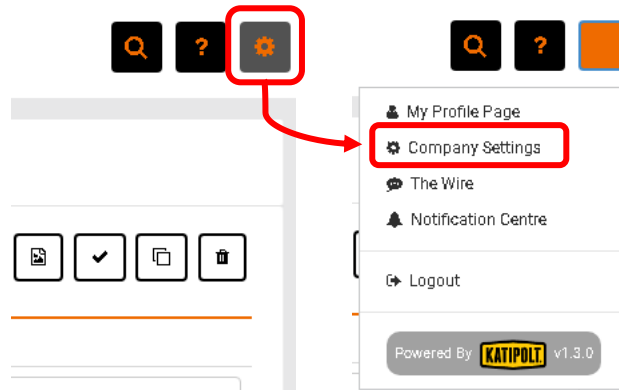
## To Add or Edit a Timesheet Code;


Adding or Editing a Timesheet Code is done from the TIMESHEET CODES Subnav of the Company Settings Window.

### Quick Flow;

**Company Settings > TIMESHEET CODES > [Add Timesheet Code] > Labour Suffix > Short Description > Description > Category > [Save]**

1. Press on the **Settings** button  to display the Options Menu, then Press on the **Company Settings** option to display the Company Settings Window



2. Scroll down and Press on the **TIMESHEET CODES** Subnav to expand, then Press on the **[Add Timesheet Code]** button  to display the TIMESHEET CODE: NEW Window



3. From the TIMESHEET CODE: NEW Window enter a **Labour Suffix** (3 numerals), **Short Description**, **Description** and **Category**

Labour Suffix	<input type="text"/>
Short Description	<input type="text"/>
Description	<input type="text"/>
Category	<input type="text" value="-None-"/>

4. Press the Companies Settings Window's **[Save]** button  to save

**NOTE:** The Timesheet Code will add as a suffix to the Staff Members Short Code to give a Labour Code for the Staff Member