## **Display Reason Code in Time Card Run Report**

#### Summary:

Designate a reason code to display on time card run

#### Problem / Goal:

Display time other than regular in a timecard/time card run

# Solution:

# Click Settings > Reasons Codes

Cancel Help Close Reason Code Sick Leave Use For Punch Changes Use For Manual Time Entries Manual Time Entry Settings Count Towards Overtime Calculations
Reason Code Sick Leave  ✓ Enabled ✓ Use For Punch Changes  ✓ Use For Deleted Entries ✓ Use For Manual Time Entries Manual Time Entry Settings ✓ Count Towards Overtime Calculations
Sick Leave       Image: Constraint of the second seco
Use For Punch Changes     Use For Deleted Entries     Use For Manual Time Entries     Manual Time Entry Settings     Count Towards Overtime Calculations
Use For Manual Time Entries Manual Time Entry Settings Count Towards Overtime Calculations
Payroll Code Description
Other
Payroll Code / Number
ОТН
Related Attendance Absence Code
S - Sick Leave
Comments:

Knowledgebase ID:					
Published:	11-Feb-14				
Updated:	11-Feb-14				
Product:	Gradience Timeclock				
	Professional/Enterprise				
Product Version(s):	10, 11				
Categories:					

<u>Uncheck</u> Count Towards Overtime Calculations. Type Other in the Payroll Code Description field, also type your Payroll Code / Number below as well and press save.

Afterwards, perform a time card run and run a report.

### Click Reports > Time Card Runs

## Example:

Run Created: 02/11/20	14				Run Name: TEST			
From: 02/03/2014	To: 02/17/2014				Lock Mode: Unlocked		Batch State: I	n-Process
Name	SSN	Punches	Regular	Overtime			Other	Total
Tester, Test		5	40.00	8.00	0.00	0.00	8.00	56.00
Count in : 1		5	40.00	8.00	0.00	0.00	8.00	56.00
Count in : 1		5	40.00	8.00	0.00	0.00	8.00	56.00
Totals: Count: 1		5	40.00	8.00	0.00	0.00	8.00	56.00

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