

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**

Uncheck 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: 02/11/2014		Run Name: TEST	
From: 02/03/2014	To: 02/17/2014	Lock Mode: Unlocked	Batch State: In-Process

Name	SSN	Punches	Regular	Overtime	Other	Total
Tester, Test		5	40.00	8.00	0.00	56.00
Count in : 1		5	40.00	8.00	0.00	56.00
Count in : 1		5	40.00	8.00	0.00	56.00
Totals:	Count: 1	5	40.00	8.00	0.00	56.00

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