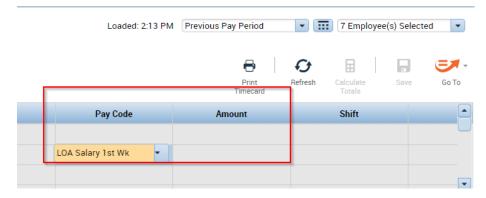# How to use LOA pay code

The LOA 1st week pay code is used for salaried employees that have taken a leave. This is used in place of PTO to pay the employee during their 7 day waiting/elimination period.

Important: Always "Include in totals". Do not add to the off cycle otherwise, the record will be tossed by payroll.

1. Under the pay code section, choose "LOA Salary 1ˢᵗ Wk" from the drop down. Add 8 hours each day of the elimination/waiting period to the Amount column. Click the orange "SAVE" disc.

2. If adding to a ***signed off*** timecard, enable edits for the employee first. Click "YES" to the pop up box. Then, follow the same steps above.

Troubleshoot: A *Historical Move may be needed. First, both drop down menus in your "Totals" tab should say "All" (see Historical Move job aid)