

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.

- 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.

- 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)

Date	Schedule	In	Out	Transfer	Pay Code	Amount
Sun 9/10						
Mon 9/11		8:00AM			PTO	8.0
Tue 9/12		8:00AM			PTO	8.0
Wed 9/13		8:00AM			PTO	8.0
Thu 9/14		8:00AM			PTO	8.0
Fri 9/15		8:00AM			PTO	8.0
Sat 9/16						

Pending	Historical Date	Type of Edit	Pay Code	Amount	Account	Comment	Note	User	Edit Date	Effective Date	Include in Totals
	9/15/2023	Correction	LOA Salary 1st Wk	40.0	.../601144/3830URL2			729162:luxtotta...	10/27/2023 4:28...	10/27/2023	Yes
	9/15/2023	Correction	PTO	-40.0 (paid)	.../601144/3830URL2			955999:luxtotta...	10/27/2023 4:31...	10/27/2023	No