

# Setup Step 3 - Pay Codes

Last Modified on 10/28/2024 1:49 pm EDT

## What is a Paycode?

- A paycode represents what an employee is working on. Paycodes are going to provide your company some leeway as to how you set them up. It all depends on how detailed you wish your time sheet to be. The more detailed you wish to be, the more paycodes you will want to add.

## Creating a Paycode

- When creating a Paycode, you will first enter the name/description of the paycode
- Next, you will enter the hourly rate of the paycode, which is the amount you will pay the employee for this task. Most likely you will leave this at \$0.00 for each paycode, because if each employee gets paid differently, you will set that up when you are setting up the employee
- Static Rate will only be used by SedonaOffice users, and if that is you, look at the end of the paycodes setup to find out what this is used for
- Only check the salary box only for one paycode that will be for salary employees if you would like to track salary in Time and Attendance
- Check the payable checkbox if your employees will get paid for the paycode (most of your paycodes will have this option checked except for lunch)
- Check the overtime checkbox if the hours worked on the paycode will bring the employee closer to overtime pay\
- There are three paycode types:
  - 'Standard' - Most every paycode will use the 'standard' paycode type.
  - 'SedonaJob' - 'SedonaJob' paycodes are related to SedonaOffice users only, and is further explained at the end of the paycodes setup.
  - 'Tracked Hours' - The 'tracked hours' paycode type is used only for PTO/Vacation time. You will make a PTO/Vacation paycode with a 'tracked hours' type and you can then add this to your employees and setup their PTO there.

Here is a list of some example paycodes:

□

**SedonaJob Paycodes:** This type of paycode is only used by Sedona Office users. You will want to setup Sedona Job paycodes for those employees that are clocking into Jobs that have not been scheduled.

Static Rate: Only used for SedonaJob Paycodes. Used when you want a specific job costing rate rather than matching the hourly rate of time entry. This rate is pushed back to SedonaOffice.

---