



ADMIN GUIDE: PAY TYPE CODES v1.0

Pay Type Codes

Permissions/Roles Needed: Payroll Role

This is a feature located in the Settings module that allows a user to adjust the pay type code and the associated description. The pay type code will distinguish different pay types on the payroll file produced by DCI. Customers should ensure the pay type codes match the codes in their payroll engine.

Pay Type Codes:

- I. Regular
- II. Overtime
- III. Sick
- IV. Vacation
- V. Paid Time Off
- VI. Paid Holiday
- VII. Holiday Worked
- VIII. Mileage
- IX. Sleep
- X. Sleep Holiday
- XI. Sleep Overtime

To search for a Pay Type Code:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. Select 'Settings' from the header
3. Choose 'Payroll' from the side bar then 'Pay Type Codes' from the fly out menu
4. Enter the Pay Type Code name or Code into the search fields then click 'Search'
5. The view below will populate with relevant data associated with your search criteria
6. To reset the search and show all Pay Type Codes, click 'Reset'

To export Pay Type Codes:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. Select 'Settings' from the header
3. Choose 'Payroll' from the side bar then 'Pay Type Codes' from the fly out menu
4. There are two options to export:
 - a. Export all Pay Type Codes by clicking the 'Export' button located beneath the search filters
 - b. Use the search criteria referenced in the instructions above to show a group of filtered Pay Type Codes, then click the 'Export' button located beneath the search filters
5. The file will automatically download and save to the 'Download' folder on your PC as a CSV file

- a. This file is compatible with Microsoft Excel.

To view a Pay Type Code:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. Select 'Settings' from the header
3. Choose 'Payroll' from the side bar then 'Pay Type Codes' from the fly out menu
4. Click anywhere in the row to select a particular Pay Type Code
5. This will open the Pay Code Details screen where you can view/filter events and edit the Pay Type Code information.

To edit a Pay Type Code:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. Select 'Settings' from the header
3. Choose 'Payroll' from the side bar then 'Pay Type Codes' from the fly out menu
4. Click anywhere in the row to select a particular Pay Type Code; this will open the Pay Code Details screen.
5. Select 'Actions' then 'Edit Pay Code'
6. Click in the field to edit the Code and/or Description
7. Click 'Save' then select 'Yes' on the confirmation window
 - a. If you wish to terminate the changes, click 'No' on the confirmation window then 'Cancel'

To filter/export Pay Type Code Events:

1. Login to a profile with the appropriate role and/or permission via the DCI website
2. Select 'Settings' from the header
3. Choose 'Payroll' from the side bar then 'Pay Type Codes' from the fly out menu
4. Click anywhere in the row to select a particular Pay Type Code
5. This will open the Pay Code Details screen. Underneath the Pay Code Details you will view all Events associated with that Pay Code.
6. You have the ability to filter the Events by start and end dates, subject and who is associated with the event.
7. Simply enter the search criteria in the relevant fields then click 'Search'. If you wish to reset the search filters, click 'Reset'
8. To export your view, click 'Export' and the file will automatically download to your computer as a CSV file