

# Pay Codes - Settings Module

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**Description:** In this topic, the user will learn what the available pay codes are; how to search, view, edit, and export pay codes; and how to filter pay code events. There are many different types of pay codes available, and several have the option to be custom or default. Custom pay codes mean there is a current and active pay rate on the service account from which the punch entry was created. Default pay codes mean there is not a current or active pay rate on the service account from which the punch was created.

\*Please note: The Pay Codes feature is located in the Settings module and allows a user to adjust the pay codes and the associated descriptions. The pay code will distinguish different pay types on the payroll file produced by DCI. Customers should ensure the pay codes match the codes in their payroll engine.

**Role Required:** Super User, Payroll Team

**Permission Required:** N/A

## Available Pay Codes

- Double Overtime Custom
- Double Overtime Default
- Holiday OT Custom
- Holiday OT Default
- Holiday Worked Custom
- Holiday Worked Default
- Mileage
- Overtime Custom
- Overtime Default
- Paid Holiday
- Paid Time Off Hourly
- Paid Time Off Salary
- Regular Custom
- Regular Default
- Sick Hourly
- Sick Salary
- Sleep
- Sleep Holiday
- Sleep Overtime
- Vacation Hourly
- Vacation Salary
- Vendor Payment (FI Mode Only)

## Search Pay Code

1. Log in to DCI with personal profile
2. Click **Settings** on the main menu
3. Click **Payroll** on the submenu
4. Select **Pay Codes** from the flyout menu
5. Start typing the name of the pay code in the **Type Name** search box or type the code in the **Type Code** search box
6. A drop-down menu will appear. Select an option from the menu.
7. Click the blue **Search** button, and the results will appear.
8. To reset the search criteria, click the **Reset** button.

## View Pay Codes

1. Log in to DCI with personal profile
2. Click **Settings** on the main menu

3. Click **Payroll** on the submenu
4. Select **Pay Codes** from the flyout menu
5. Click on the pay code to view
6. The pay code details page will open
  - a. View Events
  - b. Edit the pay code

### **Edit Pay Codes**

1. Log in to DCI with personal profile
2. Click **Settings** on the main menu
3. Click **Payroll** on the submenu
4. Select **Pay Codes** from the flyout menu
5. Click on the pay code to view
6. The pay code details page will open
7. Click **Actions**
8. Select **Edit Pay Code** from the drop-down menu
9. Click in either the **Code** or the **Description** box to edit the pay code
10. Click the blue **Save** button to save the edits or click **Cancel** to revert the changes
11. To finish saving the edits, click the **Yes** button on the confirmation window after clicking Save or click **No** to return to the editing window.

### **Export Pay Codes**

1. Log in to DCI with personal profile
2. Click **Settings** on the main menu
3. Click **Payroll** on the submenu
4. Select **Pay Codes** from the flyout menu
5. There are two options to export the pay codes:
  - a. Export *all pay codes* by clicking the **Export** button beneath the search filters OR
  - b. Use the search filters to locate *specific pay codes* then click the **Export** button beneath the search filters
6. The file will automatically download and save as a .CSV file in the download folder on the computer. This file is compatible with Microsoft Excel.

### **Filter Pay Code Events**

1. Log in to DCI with personal profile
2. Click **Settings** on the main menu
3. Click **Payroll** on the submenu
4. Select **Pay Codes** from the flyout menu
5. Click on the pay code to view
6. The pay code details page will open
7. Use the search boxes under the Events tab to search for a specific date range, subject, or user who added the event.
8. Click the blue **Search** button to return specific results
9. Click the **Export** button beneath the blue Search button
10. The file will automatically download and save as a .CSV file in the download folder on the computer. This file is compatible with Microsoft Excel.

## Related articles

- [Payroll Module - Admin Guide](#)
- [Roles Overview](#)
- [What is a payroll entry?](#)
- [What are previously paid entries?](#)
- [Payroll Batch Automation](#)