**Entering Mileage (Pay Item)**

Mileage is a pay item, which will reside on the right side of the timecard.

1. Click on the plus sign that corresponds to the day that you want to assign the miles to.
    a. If your pay item code does not default to Mile, click on the down arrow to select it.

| Pay Items | | | | |
|---|---|---|---|---|
| Pay Item | Amount | Department | Job Code | Type |
| ➕ | | | | |
| Mile ▼ | 0.00 | 1010599 - Cor.. ▼ | Select ▼ | Select ▼ |
| Cancel  Save | | | | |
| ➕ | | | | |
| ➕ | | | | |

2. Enter the number of miles in the Amount field.
    a. The department field will automatically populate.
    b. Enter the 4-digit worksite where mileage should be charged under the Job Code field.
    c. Select NA under the Type field.
    d. Click the green Save button.

| Pay Items | | | | |
|---|---|---|---|---|
| Pay Item | Amount | Department | Job Code | Type |
| ➕ | | | | |
| ➕ | | | | |
| ➕ | | | | |
| Mile ▼ | 68 ⋮ | 2890388 - EP ... ▼ | 5715 - Boeing -.. ▼ | NA - NA ▼ |
| Cancel  Save | | | | |
| ➕ | | | | |

That's it! You've correctly entered mileage on your timecard.