

Entering Mileage (Pay Item)

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

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. You do not need to enter anything into the Job Code or Type fields
 - c. Click the green Save button.

Pay Item	Amount	Department	Job Code	Type	
+					
Mile ▼	50	1010599 - Cor.. ▼	Select ▼	Select ▼	
Cancel	Save				
+					
+					

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