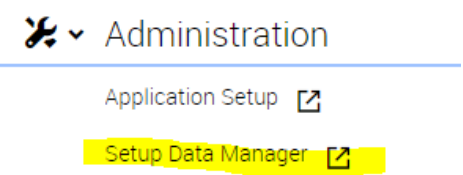


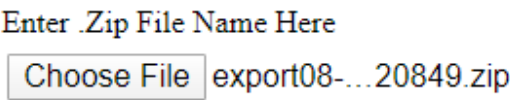
Pay Code Editor by Marcel Rottmann <marcel.rottmann@kronos.com>

To use the Pay Code Editor follow these steps:

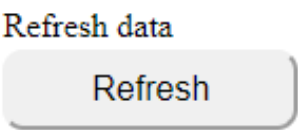
1. Download one or more Pay Codes from Workforce Dimensions via Setup Data Manager



2. Save the downloaded file and choose the .zip file in the UI.

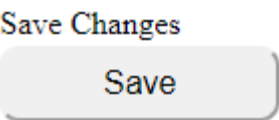


4. Click the Refresh Data from File button



5. Make any changes you would like to make, ensuring that each row (apart from the last) always has a Name, and that all the columns are filled out.

- You can add lines,



6. Make any changes you need to make, when you want to save the changes, click save changes.

- When you save, you are storing a copy of your changes locally, these changes will be lost when you exit the UI.
- Pro Tip:** When making a lot of changes, you can also make any changes in Excel and then copy the changes back into the tool, this is best practice as any saved changes cannot be undone via Ctrl-Z.

7. Once you have made all your changes click the Export Zip File button and save the generated file when prompted.



9. Reimport your .zip file into Dimensions 😊

Additional Features Guide:

1. Add Paycode

- Clicking the add paycode button opens up the add paycode slider:
- It provides a quick way to add paycodes similar to the UI with options ticked as recommended for an absence type.
- You can change any values you like and click add.

2. Tickboxes

- Ticking Checkbox View, turns all true/false cells into checkboxes you can check/uncheck with the space bar.
- Ticking only save filtered rows will allow you only to reupload those Paycodes you have filtered into Dimensions.

