



## How to configure a Pay Rule with Pay from Schedule

This job aid explains how to configure the Pay Rule with Pay from Schedule for new or existing Pay Rules.

### About Pay Rules

A Pay Rule determines how employees are paid for spans of worked and non-worked time. The components of the pay rule are used to interpret the span of time, and to determine whether and how to pay an employee.

There are several components used to create a pay rule and then assign it to the appropriate group of employees, also known as your pay policy group. The components required to be configured, but not covered in detail in this job aid are as follows:

- A. Fixed Rule
- B. Processing Order
- C. Punch Interpretation Rule
- D. Work Rule
- E. Holiday Table and Holiday Credit Rule
- F. Sign-Off restrictions

This job aid will focus primarily on the **Pay from Schedule** feature and the variations which can be applied to a new or existing Pay Rule.

### About Pay from Schedule

When configured, Pay from Schedule is a feature which refers to the option of populating employee timecards with data drawn from their scheduled arrival and departure times, rather than from actual punches.

The options of Pay from Schedule include:

- Apply Pay Code Edits from employee's schedule
- Pay the employee using all scheduled events, but only if no actual events exist on the day

Review the information below to understand the conditions of each and the steps to configure the pay rule using the preferred option.

### Apply Pay Code Edits from employee's schedule

In this setting, employees are paid according to their scheduled shifts, meaning that any scheduled shifts and scheduled pay code edits are applied to the timecard, even when punches or other edits are applied or already in the timecard. The system will apply the Calendar Day definition of a shift or amount to pre-populate the employee's timecard.

As an example, if an employee had a vacation day in the schedule for Friday, but then ended up working and punching in and out, the timecard would reflect both the punches and the vacation pay code.

**Note:** The option: **Apply only if no other events exist on that day** can be configured here and applies scheduled pay code edits to the timecard *unless* the employee punches. In the scenario above, the vacation pay code from schedule would not be applied to the timecard.

1. Access **Setup > Pay Policies > Pay Rules**. Locate the Pay Rule to edit or click **New**.
2. In the Pay Rule edit page, locate the Pay from Schedule section below in the Pay Rule tab.

Pay Rule	Holidays	Assignment Rules
Fixed Rule	Weekly Sunday ▼	
Processing Order	\$M-WklyOT before DayOT ▼	
Punch Interpretation Rule	Default ▼	
Default Work Rule	Hourly ▼	
Default Holiday Credit Rule	Holidays Credit Rules ▼	
Sign-Off Restrictions	<None> ▼	
Manager Approval Restriction	<None> ▼	
Pay From Schedule	<input checked="" type="radio"/> Apply Pay Code Edits from employee's schedule <input type="radio"/> Apply only if no other events exist on the day <input type="radio"/> Pay the employee using all scheduled events, but only if no actual events exist on the day <input type="checkbox"/> Cancel Pay From Schedule on Holidays	

3. If not already selected, click **Apply Pay Code Edits from employee's schedule**.
4. (Optional) Select **Apply only if no other events exist on that day**. (See note above)
5. Click **Save & Return**, or finish creating the new pay rule and then **Save & Return**.

### Pay the employee using all scheduled events, but only if no actual events exist on the day

In this setting, both scheduled pay code edits and scheduled shifts are applied automatically to the timecard, with the system applying the Calendar Day definition of a shift or amount to pre-populate the employee's timecard. When a pay code amount is applied to the timecard the employee is paid based on the pre-populated shift amount or the pay code amount. If the pay code amount is added through a group edit or import, the scheduled shift times are removed from the timecard and only the pay code amount is earned that day. If the pay code amount is deleted the scheduled shift is re-populated again. If an In punch is added using a group edit, device or import, the punch takes precedence and an Out punch must also be entered for that day.

As an example, if an employee has vacation scheduled for Friday but decides to work, the employee must punch in and out, otherwise the vacation pay code will automatically be applied to the timecard, and then when the punches are added to the timecard the vacation pay code will not be applied.

**Note:** The option: **Cancel Pay from Schedule on Holidays** can be configured here and disables the pay from schedule for any scheduled shift or pay code for any day in which a holiday is defined. The cancellation applies to all pay from schedule options and the disabling occurs regardless of if the holiday credits are paid or not.

1. Access **Setup > Pay Policies > Pay Rules**. Locate the pay rule to edit or click **New**.
2. In the Pay Rule Edit page, locate the Pay from Schedule section below in the Pay Rule tab.

Pay Rule	Holidays	Assignment Rules
Fixed Rule	Weekly Sunday ▼	
Processing Order	\$M-WklyOT before DayOT ▼	
Punch Interpretation Rule	Default ▼	
Default Work Rule	Hourly ▼	
Default Holiday Credit Rule	Holidays Credit Rules ▼	
Sign-Off Restrictions	<None> ▼	
Manager Approval Restriction	<None> ▼	
Pay From Schedule	<input checked="" type="radio"/> Apply Pay Code Edits from employee's schedule <input type="radio"/> Apply only if no other events exist on the day <input checked="" type="radio"/> Pay the employee using all scheduled events, but only if no actual events exist on the day <input type="radio"/> Cancel Pay From Schedule on Holidays	

3. Click **Pay the employee using all scheduled events, but only if no actual events exist on that day**.
4. (Optional) Select **Cancel Pay from Schedule on Holidays**. (See note above)
5. Click **Save & Return**, or finish creating the new pay rule and then **Save & Return**.