



**Automated Substitute Placement & Absence Management**  
*Selected by more districts than all other systems combined*

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# Pay Code Import Template Guide



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397 Eagleview Boulevard  
Exton, Pennsylvania 19341

This guide will walk through the available fields in the **Pay Code Import Template** and what they mean.

**Highlighted blue fields** – Required fields for importing new codes

| Field Name            | Description   |
|-----------------------|---|
| <b>Description</b>    | Description of the pay code   |
| <b>External ID</b>    | External ID or identifying number of the pay code. Can be alpha-numeric               |
| <b>Full Day Rate</b>  | The full day rate to be paid for this pay code. You can use up to four decimal places |
| <b>Half Day Rate</b>  | The half day rate to be paid for this pay code. You can use up to four decimal places |
| <b>Hourly Rate</b>    | The hourly rate to be paid for this pay code. You can use up to four decimal places   |
| <b>Remove Paycode</b> | Put a <b>Y</b> in this column to delete the pay code                                  |