

ADMIN LABOR (AL) VS DIRECT LABOR (DL) IN PAYCOM

An important additional step to entering your time in Paycom is to include the department. You will notice as you enter your time that you have 2 options for your department. The department name is the same, but there is either AL or DL after the department. These abbreviations stand for **Admin Labor** or **Direct Labor**. You will need to select the appropriate code based on whether your time is billable or not.

If you are working on a project or billable time, you will need to select the department with the **DL** (Direct Labor) code. If you are working on a non-billable task, you will need to select the **AL** (Admin Labor) code.

Actions

Day(s) To Exclude Weekends

New Punch

Pay Code

Department

Comment

Tax Profile

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	H	Override	⋮
MON (09/26)		12:27 AM		09:59 AM				9		⋮
TUE (09/27)		05:29 AM		11:42 AM	12:12 PM		05:15 PM	1		⋮
WED (09/28)										
THU (09/29)										
FRI (09/30)										
SAT (10/01)										

31 CC Geo AL - [31]
32 CC Geo Lab DL - [32]
33CC Geo Lab AL - [33]
40 SA CMT DL - [40]
41 SA CMT AL - [41]
42 SA CMT Lab DL - [42]
43 SA CMT Lab AL - [43]
50 SA Geo DL - [50]
51 SA Geo AL - [51]
52 SA Geo Lab DL - [52]
53 SA Geo Lab AL - [53]
60 RR CMT DL - 60
61 RR CMT AL - [61]

If you have already begun adding your time, please log on to Paycom and review your time entries to be sure your time is being coded to the correct type of work.