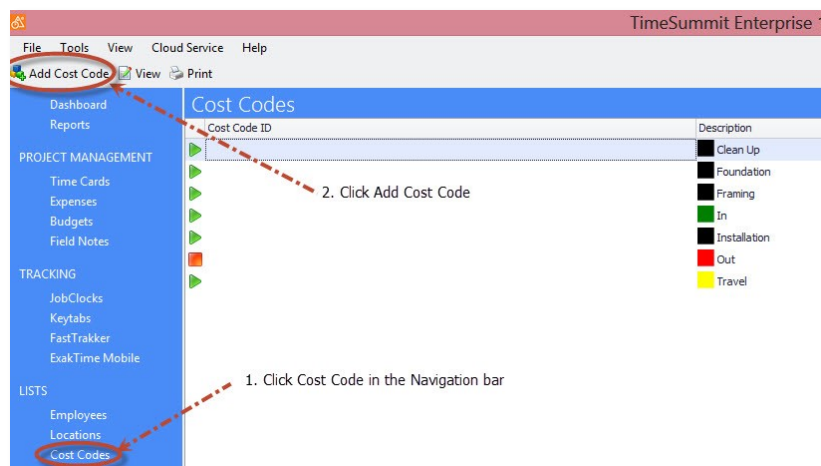


You may have wondered if you could track different cost codes using only a green and red Keytab set. The answer is **yes**, provided that you know the cost code the employee was performing that day.

To do this, you must first sync the time records to TimeSummit.

Then you can follow these steps:

1. Add the Cost Codes you want to track to the Cost Codes list in TimeSummit if they don't already exist in the system.



2. Navigate to the Time Cards screen.
3. Click on the Cost Code you wish to change such as "In".
4. With the drop-down list, select the new Cost Code and press **Enter**.

