## **Editing Time for Groups**

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Group time sheets enable managers/timekeepers to manually create or edit time sheets for an entire group of employees. For example, if you want to create a time sheet for all union employees, the group time sheet option saves you time; or, if multiple employees on the time sheet had exactly the same scheduling information, you could perform this task very quickly.

The **Edit Time for Groups** window enables you to edit an entire or partial group of employees. For example, you can add a week of training to a group of employees in a division or add a holiday for an entire unit.

1. To display the Group Time Entry window, select **Time Entry → Edit Time for Groups**.

The Group Time Entry Window appears:

EmpCenter 4	Home ? Help -	Group Time Entry Window	N		
Date: 09/16/2016 💷 🛛 🥝	Clear Selection	Z Edit Dally Entry			
Assignment Group: Select One.		Sort Employees	Edit Exceptions	Filter: Employee or assignment	
					_
		Please select a grou	p.		

2. To select group entries, select an assignment group from the **Assignment Group** drop-down list. (The following figure shows a sample list.)

Assignment Group:	Select One

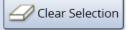
3. Once the relevant information loads, a grid displays employee names, days, and dates.

19/11/2016 Clear Selection Add C Edit Edit t Group: TK Jennifer Burns Employees (6) V S Find Sec Sort Employees K Edit Exceptions Filter: Employee or assignment									
t Group: [TK_Jennifer Burr	IS Employees (6) ▼ So Find	Sort Employees	Edit Exce	eptions Filter:	Employee or as	signment			
	Employee	Sun 09/11	Mon 09/12	Tue 09/13	Wed 09/14	Thu 09/15	Fri 09/16	Sat 09/17	
	<ul> <li>Select individual cells by clicking</li> <li>Select a column by clicking the e</li> <li>You can also select multiple cell</li> </ul>	column header or a	in entire row b	y clicking on the			e cell at the opp	osite corne	

Note: For large groups, only the first 50 members display. Use the filter button to refine your results.

Time entries associated with warning and error exceptions appear with a shaded background. Yellow indicates exception warnings, while red indicates error exceptions.

- **Editing Employee Time**
- 4. Select entries to modify by clicking the appropriate cells in the grid.
  - To select all dates in the time period, click the cell containing the employee (assignment) name.
  - To select a specific date for all members in the group (i.e., a column), click the cell containing the date (the column header).
  - To select specific dates for specific members, click the cells you would like to edit.
  - To select a range of cells, click the first cell in the range, and then press **Shift** while clicking the last cell in the range.
  - To select multiple concurrent cells, click a cell and drag the mouse across additional cells while holding down the mouse button.
  - You can click the **Clear Selection** icon to start over.



5. Select the **Daily Entry Add/Edit** option to apply different changes to individual employees.



6. Edit the time sheet as necessary.

Employee (Assignment) 🔻	Date 🔻	Pay Code		Start Time	End Time	Hours	Amount Action
	Sun 09/11	Clock	~	08:00 am	04:00 pm		0 0
	Mon 09/12	Clock	~	08:00 am	04:00 pm		0 0
	Sun 09/11	Clock	~	08:00 am	04:00 pm		C) (3)
	Mon 09/12	Clock	~	08:00 am	04:00 pm		0

7. You can choose Group Entry to make one change for the entire group.



8. Select the Group Entry Add/Edit option to apply a single change to all employees.

Save and Return 📙 Save 👍 Back Daily Entry 🗸	You have made changes the	at must be saved to be effective.					
Employee (Assignment) 🔻	Date 🔻	Pay Code	Start Time	End Time	Hours	Amount	Action
	Sun 09/11	Clock 🗸	08:00 am	04:00 pm			00
	Sun 09/11	Clock V	08:00 am	04:00 pm			© <u></u> 0
	Sun 09/11	Clock	08:00 am	04:00 pm			00
	Sun 09/11	Clock 🗸	08:00 am	04:00 pm			00
	Sun 09/11	Clock 🗸	08:00 am	04:00 pm			00
	Sun 09/11	Clock 🗸	08:00 am	04:00 pm			©_0

9. After you've made the desired edits, select **Save and Return** to save the changes and return to the main Group Time Entry Window.



- Select Save to save changes and remain on the same page.
- Select **Back** to return to the main window without saving the changes.
- 10. To edit the assignments of employees in a different group, select a different group from the **Assignment Group** drop-down menu in the main Group Time Entry Window