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 |
|-------------------|------------|
| | |

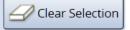
3. Once the relevant information loads, a grid displays employee names, days, and dates.

| 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 | |
| | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | | | | | |
| | Select individual cells by clicking Select a column by clicking the e You can also select multiple cell | 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