

Editing Time for Groups

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.

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

The **Group Time Entry Window** appears:

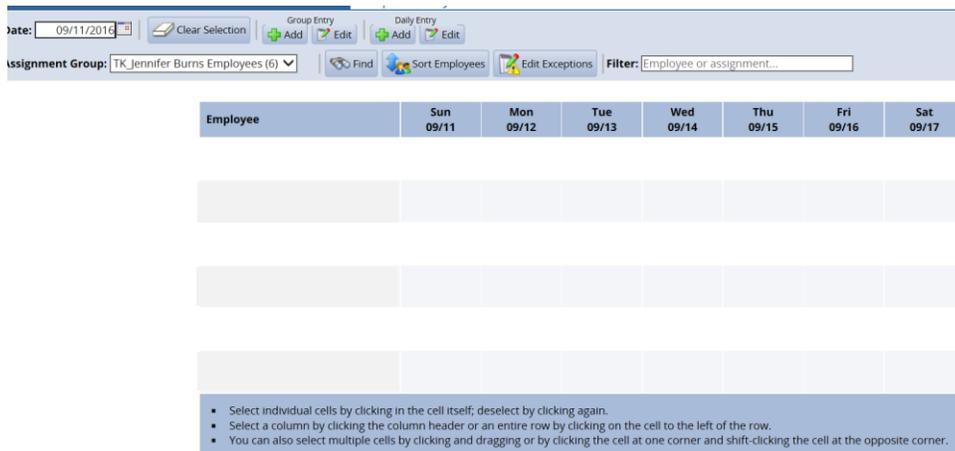


Please select a group.

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



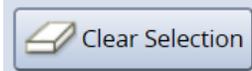
- Once the relevant information loads, a grid displays employee names, days, and dates.



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.

- 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.



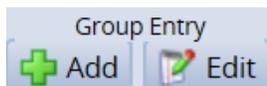
- Select the **Daily Entry Add/Edit** option to apply different changes to individual employees.



- 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			+ x
	Mon 09/12	Clock	08:00 am	04:00 pm			+ x
	Sun 09/11	Clock	08:00 am	04:00 pm			+ x
	Mon 09/12	Clock	08:00 am	04:00 pm			+ x

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



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

Daily Entry ▼
You have made changes that 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			+ x
	Sun 09/11	Clock	08:00 am	04:00 pm			+ x
	Sun 09/11	Clock	08:00 am	04:00 pm			+ x
	Sun 09/11	Clock	08:00 am	04:00 pm			+ x
	Sun 09/11	Clock	08:00 am	04:00 pm			+ x
	Sun 09/11	Clock	08:00 am	04:00 pm			+ x

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