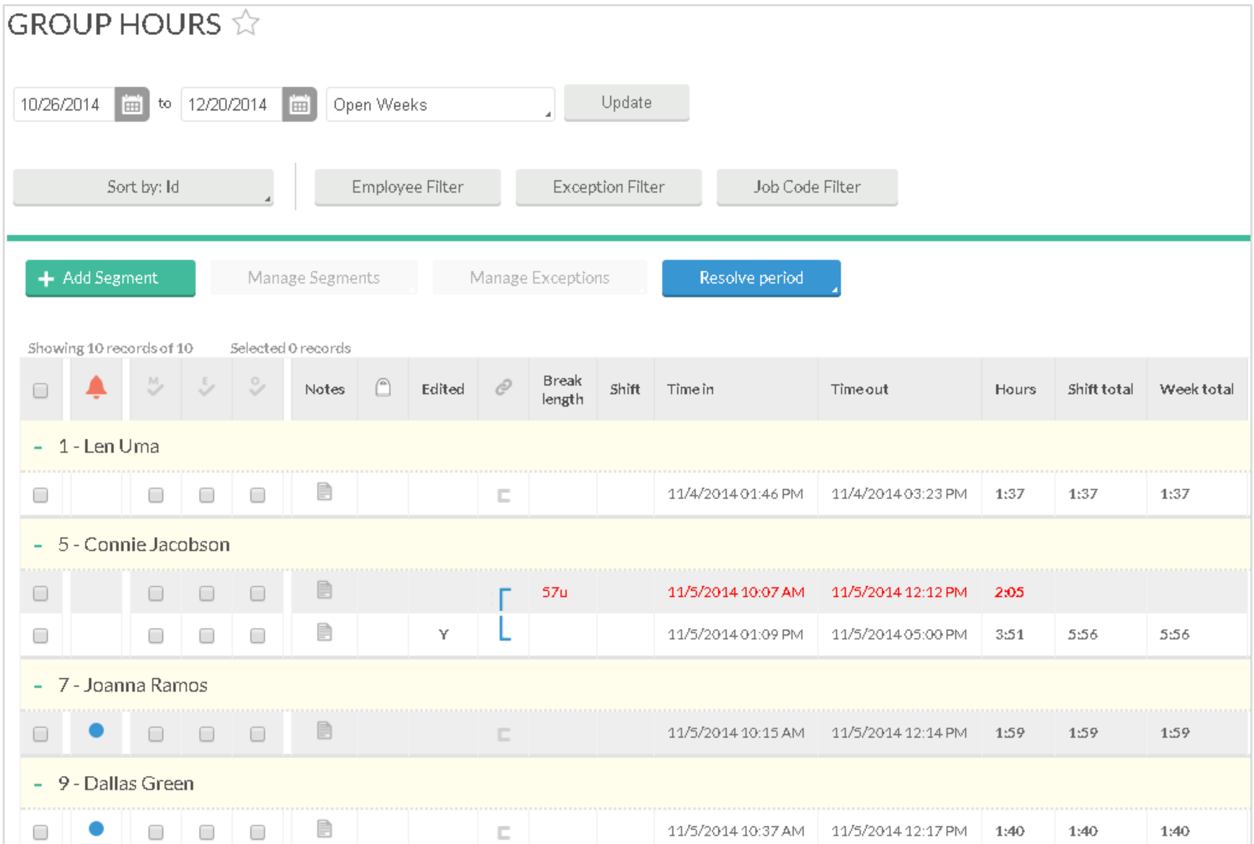
Group Hours Essentials



The **Group Hours** screen is where you can add, edit, review, and approve employee hours for multiple employees at a time.

On the left side of the screen, you will see a list where the first 100 employees will appear. Specific employees can be displayed using the **Filter** button. Employees can also be filtered by typing in a name or number into the **Search** bar. Clicking the **X** button to the right of the search bar will revert the list to the previous settings.

Once you have selected an employee, their information should appear at the top of the screen. You will be able to see the employee's name, as well as the number of **Regular**, **Overtime 1**, and **Overtime 2** hours worked.

Adding a Segment

1. Click on the **Add** button to access the **Add Segment** window.
2. Select the employees who this operation will occur for either manually or using a filter.
3. Click **Next**.
4. Enter in a **Date** and **Time in**. You can use the calendar to select a date or the clock icon to enter a time as well as manually entering in those numbers.
5. If the employee is currently clocked in, check **Individual is clocked in**. If the segment has already been completed, enter a **Date** and **Time out**.
6. If this is a time sheet entry, click **Time Sheet Entry**. This will enable the **Hours** field and allow you to enter in a segment length. The **Date** and **Time in** will remain as the anchor point of the shift.
7. Click **Next**.
8. View the summary to ensure everything is correct and click **Process**.

Editing a Segment

In order to edit a segment already in the system:

1. Click on the segment to highlight it, then click **Manage,** and **Edit** to access the **Edit Segment** window. You can also double click on the segment.
2. The **Date** and **Time** fields can be edited.
3. If the employee is currently clocked in, enable **Individual is clocked in**.
4. If you want to make the segment a time sheet entry, check **Time Sheet Entry**. This will enable the **Hours** field and allow you to enter in a segment length. The **Date** and **Time in** will remain as the anchor point of the shift.
5. If rounding is enabled and you'd like to edit the actual times of the segment, check **Edit actual times**.
6. If you want to change the break type that follows the segment, select the appropriate option in the **Break Type** drop-down.
7. Select the job code this segment was worked in the **Job Code** drop-down.
8. If this segment is going to earn a different hourly rate than the one normally assigned to this employee, enter it into the **Rate** box.

Deleting a Segment

In order to delete a segment already in the system, click on the segment to highlight it, click **Manage,** and **Delete**. This will bring up a prompt asking you to verify that you want to delete the segment. To delete the segment, click **Ok**.

In **Group Hours**, you can delete multiple segments by hold down on the **Ctrl** key and highlighting multiple shifts.

Approving Shifts

If approvals are set as required, you will be unable to close weeks if you have unapproved employee segments. To approve a segment, click on the checkbox under the appropriate header (**M** for **Manager**, **E** for **Employee**, and **O** for **Other**). To approve all the segments currently displayed, simply click on the header icon itself.

Approving Exceptions

Any shifts that are missing approval due to either exceptions or a lack of approval can also be approved all at once using the **Manage Exceptions** and **Resolve Period** buttons. Clicking these buttons will provide a drop-down list of all of the exceptions that would prevent the period selected from being processed. To approve the exceptions, set the exception from **Unapprove** to **Approve** and click **Apply**.

For assistance please call Customer Support at: (325) 223-9300
M-F, 9AM to 5PM CST, Excluding Holidays