

Performing Group Adjustments

When viewing a group of employees, you often have the ability to perform a group adjustment upon all employees. This change is made to all employees in the current group displayed. For example, if giving bonus pay to all members of your department, you can easily credit the hours or dollars to all employees at once. This feature is used to perform several types of group adjustments:

- Add or remove punches
- Credit or debit hours or dollars
- Authorize time cards
- Add or remove schedules

Group adjustments are performed in group editing sheets, like the following. Note that the group adjustment is performed for all employees displayed in the group editing sheet. For example, in the following, all 20 pages of employees are adjusted.

Employee Time Cards by Day (Page 1 of 20)											
Last Name	First Name	ID	Badge Location		Department	Cost Center	Hired				
Adams	Kathy	178	6100194	L1	CASHIER	S2	10/05/89				
Date	Schedule	Punches		Hours	Workgroups						
Date	Start	End	Open Conditions		In	Out	Cost Center	From	To	Hours	Exceptions
Su Nov-13	8:15	16:15	8:15	16:45	8:15	16:45	S2	8:15	16:45	8:00	
Mo Nov-14	8:15	16:45	8:15	16:45	8:15	16:45	S2	8:15	16:45	8:00	
Tu Nov-15	9:00	17:30	6:00	16:00	6:00	16:00	S2	6:00	16:00	6:30	Left Early
Wed Nov-16			8:14	15:00	8:14	15:00	S2	8:14	15:00	6:16	Unsch.
Th Nov-17			11:58	12:08	11:58	12:08	S2	11:58	12:08	0:10	Unsch.
Fr Nov-18											
Sa Nov-19											
Adolph	Janet	000112	0	L1	TRANS	S1	02/16/88				
Date	Schedule	Punches		Hours	Workgroups						
Date	Start	End	Open Conditions		In	Out	Cost Center	From	To	Hours	Exceptions
Su Nov-13											
Mo Nov-14	Regular 1	8:00	Insuf.Ben. [Vacation 8:00]								Regular 1 Insufficient Be
Tu Nov-15			8:06	16:50	8:06	16:50	S1	8:06	16:50	8:14	Unsch.*
Wed Nov-16	8:00	17:00	8:15		8:15			8:15	8:15	0:00	Tardy, Miss. P
Th Nov-17			8:00	15:00	8:00	15:00	S1	8:00	15:00	6:30	Unsch.
Fr Nov-18											
Sa Nov-19											

Adding Punches for a Group of Employees

Using the Group Adjustment from a group editing sheet, you can add punches for a group of employees simultaneously. For example, if you need to fix missing punches to prepare for payroll you can easily and quickly add punches to selected employees at once.

1. Browse to a group editing sheet.
2. Click  Group Adjustment. The Group Adjustment Properties page is displayed.
3. Click Change in each respective area to define the properties for adding a punch for a group of employees.

Editing Sheet			
Group Adjustment Properties			
Adjustment	Add a New Punch	Change	
Transaction	01/22/08 11:47	Change	
	Only if employee does not already have a punch between 01/22/08 11:47 and 01/22/08 14:47		
Reason Code	Supervisor Permission	Change	
Includes	Active Employees	Change	
Workgroups		Change	
Employee(s)	Alexander, David, Benedict, Matthew A, Brian, Neely	Change	Remove
Matching	3 Employee(s)		
Execute	Select Apply Now to Begin Applying this Adjustment to Selected Employee(s).		Apply Now

4. Specify the properties of punches to add. You can change some or all properties.

Area	Properties
Adjustment	Select the transaction type: Add a New Punch.
Transaction	Select the punch date and time. If you don't want to add punches to employees that already have punches in a specific date/time range, select Restrict Adding of this new Punch and fill in the date and time range.
Reason Code	Add a reason for adding punches, if needed.
Includes	Select the employee type for which you want to add punches.
Workgroups or Employee(s)	Select <i>either</i> the workgroup or individuals employees to add punches.
Matching	Lists the employees for whom punches are added.

5. Click Apply Now in the Execute area to add punches for selected employees or workgroups.

Removing Punches for a Group of Employees

Using the Group Adjustment from a group editing sheet, you can remove a range of punches for a group of employees simultaneously. For example, if you need to remove employee lunch punches for the AIR MGR department, you can easily and quickly remove this punch for selected employees at once.

1. Browse to a group editing sheet.
2. Click  Group Adjustment. The Group Adjustment Properties page is displayed.
3. Click Change in each area to define the properties for removing a range of punches for a group of employees.

Editing Sheet		
Group Adjustment Properties		
Adjustment	Remove a Punch (in Range)	Change
In Range Of	01/22/08 11:47 to 01/24/08 14:47	Change
Reason Code	Supervisor Permission	Change
Includes	All Employees	Change
Workgroups	AIR MGR	Change Remove
Employee(s)		Change
Matching	9 Employee(s) Campione, Teresa ; Debuyser, Roseanne ; Fusco Jr, Jr, James ; Gerner, Anna ; Goral, Gina Ma; Hoesle, Mary ; Murphy Jr, Edward ; Romano, Susan ; Yankanich, Dennis	
Execute	Select Apply Now to Begin Applying this Adjustment to Selected Employee(s).	Apply Now

4. Use the following table to specify the properties of punches to remove.

Area	Properties
Adjustment	Select the transaction type: Remove a Punch (in Range).
In Range Of	Select the date and time range to remove punches.
Reason Code	Add a reason for removing punches, if needed.
Includes	Select the employee type for whom to remove punches.
Workgroups or Employee(s)	Select either the workgroup or individual employees for whom to remove punches.
Matching	Lists the employees for whom punches are removed.

5. Click Apply Now in the Execute area to remove punches.

Crediting Hours for a Group of Employees

Using the Group Adjustment from a group editing sheet, you can credit hours for a group of employees simultaneously. For example, if giving bonus pay to all members of your department, you can easily credit the hours to all employees at once.

1. Browse to a group editing sheet.
2. Click  Group Adjustment. The Group Adjustment Properties page is displayed.
3. Click Change in a respective area to define the properties for crediting hours for a group of employees.

Editing Sheet		
Group Adjustment Properties		
Adjustment	Credit Hours	Change
Effective On	01/22/08 <small>Date must be within the current period or within the previous period if the previous period has not yet been completed.</small>	Change
Amount	8:00 Regular 1	Change
Reason Code	Supervisor Permission	Change
Includes	Active Employees	Change
Workgroups	AREA MGR	Change Remove
Employee(s)		Change
Matching	8 Employee(s) Bevan, David ; Bill, Vito ; Brian, Neely ; Ellis, Steve ; Foxworth, John ; Frank, Alphonso ; Monastra, Duke J ; Retallick, Brian J	
Execute	Select Apply Now to Begin Applying this Adjustment to Selected Employee(s).	Apply Now

4. Use the following table to specify the properties of hours to credit.

Area	Properties
Adjustment	Select the transaction type: Credit Hours.
Effective On	Select the date on which to credit time.
Amount	Select the hour-based pay designation and hours that you want to credit to selected employees.
Reason Code	Add a reason for crediting hours, if needed.
Includes	Select the employee types for whom to credit hours.
Workgroups or Employee(s)	Select either the workgroup or individual employees for whom to credit time.
Matching	Lists employees for whom hours are credited.

5. Click Apply Now in the Execute area to credit hours for selected employees.

Crediting Dollars for a Group of Employees

Using the Group Adjustment from a group editing sheet, you can credit dollars for a group of employees simultaneously. For example, if giving bonus pay to all members of your department, you can easily credit dollars to all employees at once.

1. Browse to a group editing sheet.
2. Click  Group Adjustment. The Group Adjustment Properties page is displayed.
3. Click Change in the respective area to define the properties for crediting dollars for a group of employees.

Editing Sheet		
Group Adjustment Properties		
Adjustment	Credit Dollars	Change
Effective On	02/07/08	Change
	Date must be within the current period or within the previous period if the previous period has not yet been completed.	
Amount	100.0000 Tips	Change
Reason Code	Supervisor Permission	Change
Includes	Active Employees	Change
Workgroups	AREA MGR	Change Remove
Employee(s)		Change
Matching	8 Employee(s) Bevan, David ; Bill, Vito ; Brian, Neely ; Ellis, Steve ; Foxworth, John ; Frank, Alphonso ; Monastra, Duke J ; Retallick, Brian J	
Execute	Select Apply Now to Begin Applying this Adjustment to Selected Employee(s).	Apply Now

4. Use the following table to specify the properties of dollars to credit.

Area	Properties
Adjustment	Select the transaction type, Credit Dollars.
Effective On	Select the date on which to credit dollars.
Amount	Select the dollar-based pay designation and dollars that you want to credit to selected employees.
Reason Code	Add a reason for crediting dollars, if needed.
Includes	Select the employee eligibility for crediting dollars.
Workgroups or Employee(s)	Select either workgroup or employees to credit dollars.
Matching	Lists employees for whom dollars are credited.

5. Click Apply Now in the Execute area to credit dollars to selected employees.

Authorizing Time Cards for a Group of Employees

Using the Group Adjustment from a group editing sheet you can authorize time cards for a group of employees simultaneously. For example, at the end of pay period you can easily and quickly authorize time cards for selected employees at once.

1. Browse to a group editing sheet.
2. Click  Group Adjustment. The Group Adjustment Properties page is displayed.
3. Click Change in the respective area to define the properties for authorizing time card for a group of employees.

Editing Sheet		
Group Adjustment Properties		
Adjustment	Authorize Period Time Card	Change
Authorization	Previous Period ...and lock time card.	Change
Reason Code	Supervisor Permission	Change
Includes	Active Employees	Change
Workgroups	AREA MGR	Change Remove
Employee(s)		Change
Matching	8 Employee(s) Bevan, David ; Bill, Vito ; Brian, Neely ; Ellis, Steve ; Foxworth, John ; Frank, Alphonso ; Monastra, Duke J ; Retallick, Brian J	
Execute	Select Apply Now to Begin Applying this Adjustment to Selected Employee(s).	Apply Now

4. Use the following table to specify the properties for authorizing time cards.

Area	Properties
Adjustment	Select the transaction type, Authorize Period Time Card.
Authorization	Select a pay period to authorize time card. Choose whether to just approve or to approve and lock the time card.
Reason Code	Add a reason for the authorizations, if needed.
Includes	Select the type of employee for whom to authorize time cards.
Workgroups or Employee(s)	Select either the workgroups or individual employees for whom to approve time cards.
Matching	Lists employees for whom time cards are authorized.

5. Click Apply Now in the Execute area to authorize time cards for selected employees.

Adding Schedules for a Group of Employees

Using the Group Adjustment from a group editing sheet you can add schedules for a group of employees simultaneously. For example, you can schedule all employees for 4 hours on Saturday in order to do volunteer work. Use this feature to add the schedules quickly and easily.

1. Browse to a group editing sheet.
2. Click  Group Adjustment. The Group Adjustment Properties page is displayed.
3. Click Change in the respective area to define the properties for adding schedules for a group of employees.

Editing Sheet			
Group Adjustment Properties			
Adjustment	Add Work Schedule	Change	
Schedule	01/22/08 11:47/14:47	Change	
Reason Code	[no reason given]	Change	
Includes	Active Employees	Change	
Workgroups	AREA MGR	Change	Remove
Employee(s)		Change	
Matching	8 Employee(s) Bevan, David ; Bill, Vito ; Brian, Neely ; Ellis, Steve ; Foxworth, John ; Frank, Alphonso ; Monastra, Duke J ; Retallick, Brian J		
Execute	Select Apply Now to Begin Applying this Adjustment to Selected Employee(s).	Apply Now	

4. Use the following table to specify the properties of schedules to add.

Area	Properties
Adjustment	Select the transaction type: Add Work Schedule.
Schedule	Select the schedule date, schedule start time and schedule end time to add a schedule.
Reason Code	Add a reason for adding schedules, if needed.
Includes	Select the employee attribute used to determine employees who are scheduled.
Workgroups or Employee(s)	Select either workgroup or employees from whom to add schedules.
Matching	Review the list of employees for whom schedules are to be added.

5. Click Apply Now in the Execute area to add schedules for selected employees.

Removing Schedules for a Group of Employees

Using the Group Adjustment from a group editing sheet you can remove schedules for a group of employees simultaneously. For example, if you are canceling all employees' schedules on Saturday you can use this feature to remove the schedules quickly and easily.

1. Browse to a group editing sheet.
2. Click  Group Adjustment. The Group Adjustment Properties page is displayed.
3. Click Change in the respective area to define the properties for removing schedules for a group of employees.

Editing Sheet	
Group Adjustment Properties	
Adjustment	Remove Work Schedule Change
Effective On	02/07/08 Change Date must be within the current period or within the previous period if the previous period has not yet been completed.
Reason Code	[no reason given] Change
Includes	Active Employees Change
Workgroups	CASHIER Change Remove
Employee(s)	Change
Matching	19 Employee(s) Adams, Kathy ; Antonyk, Andrew ; Antonyk, Andrew ; Campagna, Richard ; Campagna, Richard ; Campbell, John ; Crowley, Joseph ; Dambach, Barry ; Ellis, Byron ; Fera Jr, Charles ;...
Execute	Select Apply Now to Begin Applying this Adjustment to Selected Employee(s). Apply Now

4. Use the following table to specify the properties of schedules to remove.

Area	Properties
Adjustment	Select the transaction type: Remove Work Schedule.
Effective On	Select the schedule date to remove schedules.
Reason Code	Add a reason for removing schedules, if needed.
Includes	Select the employee attribute that determines the type of employees for whom schedules are removed.
Workgroups or Employee(s)	Select either workgroup or employees for whom to remove schedules.
Matching	Review the list of employees for whom schedules are to be removed.

5. Click Apply Now in the Execute area to remove schedules for selected employees.