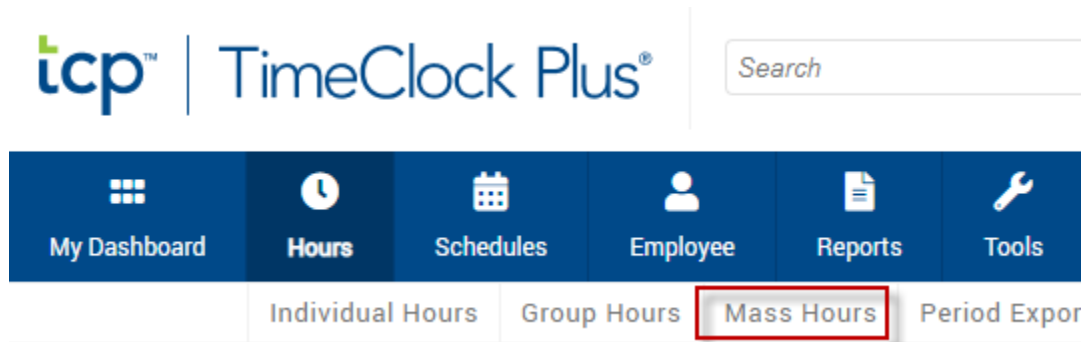


Mass Hours Guide

This document provides information on how to use the Mass Hours feature. Mass Hours should be used when you wish to Add or Delete hours for multiple employees at once.

1. Go to Hours > Mass Hours.



2. Select the employees you wish to Add or Delete hours for. Select Next.

Mass Hours Change ☆

? Feedback

Select Individuals

Back Cancel **Next**

☐ Select using filters

☒ Select employees from list

Showing 2 records of 2 Selected 2 records

<input checked="" type="checkbox"/>	ID↑	First Name	Last Name	Export Code	Department	Classification	Role
<input checked="" type="checkbox"/>	99999998	Laura	William	R99999998			1
<input checked="" type="checkbox"/>	99999999	Art	Vandalay	R99999999			1

Add checkmarks

Adding Hours

1. Select Add Hours. Then select Next.

Mass Hours Change ☆

?

Select Operation

Back

Cancel

Next

Employee Settings

Add Hours

Delete Hours

2. Fill in the information for: Date In, Time In, Date Out, Time Out, Position, Cost Code (if applicable), and Note (Optional). Then click Next.

Mass Hours Change ☆

?

Feedback

Add Hours

Back

Cancel

Next

To add a time sheet entry, check this box

☐ Individual is clocked in

☐ Time sheet entry

☐ Missed in punch

☐ Missed out punch

To add identical segments for consecutive days, use the Days drop-down

Days

1

Time in

11/9/2021

09:00 AM

Time out

11/9/2021

05:00 PM

Break type

<< NONE >>

Position

Default Position

Cost Code

<< NONE >>

Select

☐ Rate 0.00

Note

If your department doesn't utilize cost codes, choose **DEFAULT**

3. Review the Summary. Then click Process.

Mass Hours Change ☆

? Feedback

Summary

Back

Preview

Cancel

Process

2 employees selected

Selected employees from a list

Adding hours

Source date range : 11/07/2021 09:00 AM- 11/07/2021 05:00 PM

Position: 99999 - Test Position - Analyst

Cost Code: DEFAULT

Days to repeat : 1

4. If the segments were successfully added without exceptions, you will see this message. Click Ok.

Processing

? Feedback

Processed 2 records with 0 exceptions

100%

Elapsed 0:00
Remaining 0 min

Close Show Details Ok

****Reminder: Time segments must be added in 15-minute increments. ****

Deleting Hours

NOTE: The use of Mass Hours for deleting hours should be used with caution. Payroll Systems Support recommends only performing this function when you wish to delete all time segments for selected employees within a specific date range.

1. Select Delete Hours, then select Next.

Mass Hours Change ☆

?

Select Operation

Back

Cancel

Next

Employee Settings

Add Hours

Delete Hours

2. Adjust the settings as desired, and then click Next. Note: All time segments that fall within the date range, options, and filters selected will be deleted.

Mass Hours Change ☆

? Feedback

Delete Hours

Adjust date range to include the dates of time you wish to delete

Back

Cancel

Next

Source date range

11/7/2021



to

11/7/2021



Manual

Start date

Stop date

Period

Filter to include only segments matching filter

Position Filter

Cost Code Filter

- ☒ Complete Segments
- ☒ Clocked In
- ☒ Blank Missed Punches
- ☒ Amount Based Time Sheets

These boxes are checked automatically.

☐ Include segments matching

- ☒ Time in and time out match exact range
- ☐ Time in within range
- ☐ Time in and time out within range

Time in 09:00 AM



Time out 05:00 PM



Same day

Use the Position Filter, Cost Code Filter, and Segments Matching option further refined the range of segments you wish to delete

3. Review the Summary. Then click Process.

Mass Hours Change ☆

? Feedback

Summary

Back

Preview

Cancel

Process

2 employees selected

Selected employees from a list

Deleting hours found in (11/07/2021 - 11/07/2021)

Include complete segments

Include clocked in segments

Include blank missed punches

Include amount based time sheets

4. If the segments were successfully deleted without exceptions, you will see this message. Click Ok.

Processing

?

Feedback

Processed 2 records with 0 exceptions

100%



Elapsed 0:00

Remaining 0 min

Close

Show Details

Ok