Mass Hours Guide

This document provides information on how to use the new 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.
Adding Hours

1. Select Add Hours. Then select Next.

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.

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

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

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