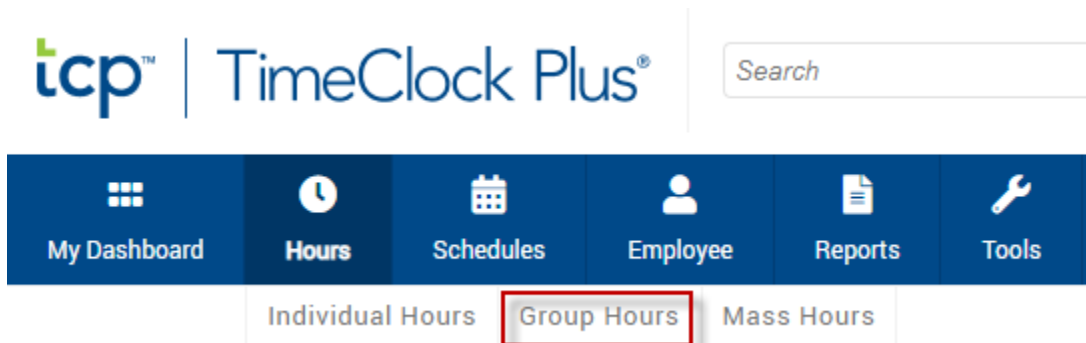


# Using Group Hours

This document provides information on how to use the Group Hours feature. To access Group Hours, go to **Hours > Group Hours**.



## Approving Time Segments:

1. Adjust the date range for which you are approving, then click Update.

### Group Hours ☆

A screenshot of the 'Group Hours' interface. It features a 'Sort by: ID ↑' dropdown, a date range selector with '9/2/2021' and '11/13/2021' (both with calendar icons and highlighted by a red box), a 'Manual' period dropdown, and a blue 'Update' button (also highlighted by a red box). Below these are four filter buttons: 'Employee Filter', 'Position Filter', 'Cost Code Filter', and 'Exception Filter'. A checkbox labeled 'Show absences' is on the far right.

2. To filter on only unapproved time, click the Exception Filter button, and check the following boxes.

### Group Hours ☆

A screenshot of the 'Group Hours' interface, identical to the previous one, but with the 'Exception Filter' button highlighted by a red box. The date range and 'Update' button are also visible.

Exception Filter

?

☐ Required for close week
 

☒ Required for payroll exports and reports

Search

Showing 18 records of 18    Selected 3 records

<input type="checkbox"/>	Exception	Category
<input checked="" type="checkbox"/>	Employee Approval	Approvals
<input checked="" type="checkbox"/>	Manager Approval	Approvals
<input checked="" type="checkbox"/>	Other Approval	Approvals

NOTE: Only segments with the selected exceptions will be shown

Restore default

Save as default

Cancel

Filter

Check these boxes

- In the Employee Filter, make sure to uncheck the Exclude suspended and Exclude terminated boxes to include any employees who may have left during the time frame.

## Group Hours ☆

Sort by: ID ↑ ▾

9/2/2021

to

11/13/2021

Manual

Update

Start date

Stop date

Period

Employee Filter

Position Filter

Cost Code Filter

Exception Filter

☐ Show absences

Employee Filter

?

☒ Employee Status

☐ Employee ID

☐ Position

☐ Classification

☐ Department

☐ Location

☐ Employee Role

☐ Schedule Group

☐ Manager

☐ Positions

☐ Provision

☐ Qualifications

☐ Hire Date

☐ Days Employed

☐ Custom Fields

Summary

☐ Exclude suspended

☐ Exclude terminated

☐ Exclude salaried

☐ Exclude full time

☐ Exclude part time

☐ Exclude employees with no work status

Preview

Save as

Reset All

2 of 16 employees match

Cancel

Filter

4. Review the segment(s) for accuracy then check the box(es) in the ‘M’ column to perform manager level approval. Employee (E) and Other (O) levels of approval may be done from group hours as well.

99999998 - Laura William

+ Add

<input type="checkbox"/>					Notes	Edited		Break length	Time in	Time out
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/1/2021 08:00 AM	9/1/2021 12:00 PM
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/1/2021 05:00 PM	9/1/2021 05:00 PM
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/2/2021 08:00 AM	9/2/2021 12:00 PM
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/2/2021 01:00 PM	9/2/2021 05:00 PM
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/3/2021 08:00 AM	9/3/2021 12:00 PM
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y			9/3/2021 01:00 PM	9/3/2021 05:00 PM

5. When you have finished checking the segment(s) you wish to approve click 'Apply Changes' to save your approvals.

Apply Changes

Discard Changes

Showing 35 records of 35

Select

M

E

O

99999998 - Laura William

+ Add

Select		M	E	O	Notes	Edited	Break length	Time in	Time out
<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		9/1/2021 08:00 AM	9/1/2021 12:00 PM
<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		9/1/2021 05:00 PM	9/1/2021 05:00 PM
<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		9/2/2021 08:00 AM	9/2/2021 12:00 PM
<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		9/2/2021 01:00 PM	9/2/2021 05:00 PM

\*Note: When the time segments have all required approvals, they may disappear from this screen based on your exception filter.

## Missed Punches:

1. Adjust the date range for which you would like to view missed punches for, then click Update.

### Group Hours ☆

Sort by: ID ↑▼

9/2/2021

to

11/13/2021

Manual

Update

Start date

Stop date

Period

Employee Filter

Position Filter

Cost Code Filter

Exception Filter

☐ Show absences

2. To filter on only missed punches, click the Exception Filter button, and check the following box.

### Group Hours ☆

Sort by: ID ↑▼

9/2/2021

to

11/13/2021

Manual

Update

Start date

Stop date

Period

Employee Filter

Position Filter

Cost Code Filter

Exception Filter

☐ Show absences

## Exception Filter

?

☐ Required for close week

☐ Required for payroll exports and reports

Search



Check this box

☐ Long Week Shift

☒ Missed Punches Shift

☐ Overtime Shift

☐ Absent segment Schedule

NOTE: Only segments with the selected exceptions will be shown

Restore default

Save as default

Cancel

Filter

3. Right click the segment and select **Edit** from the drop-down menu or click **Manage > Edit** from the menus above the time segments.

Manage

Exceptions

Resolve Period

Showing 1 records of 1 Selected 1 records

☒ M E O

99999999 - Art Vandalay

+ Add

☒ ☒ M E O

Notes

Edited

Break

length

Time in

☒ ☒ ☐ ☐ ☐ Y 11/8/2021 01:15 PM

Edit

Delete

Toggle break

Audit Log

View segment photos

Hours

Week total

Position

0:00

0:00\*

99999 - Test Position - Analyst

4. Check the “Edit actual time” checkbox. If correcting a missed in punch, enter the correct actual Time In. If correcting a missed out punch, enter the correct actual Time Out. **Time entered here does not need to be rounded. Do not click Save yet.**

The screenshot shows the 'Edit Segment' form. On the left, the 'Edit actual time' checkbox is checked and highlighted with a red box and arrow labeled '1'. On the right, the 'Time in' and 'Time out' fields are highlighted with a red box and arrow labeled '2'. The 'Time in' field shows '11/8/2021' and '01:19 PM'. The 'Time out' field shows '11/8/2021' and '01:15 PM'. A red box labeled 'Segment Length: 0:04' is at the top right. At the bottom, the 'Save' button is visible.

5. Uncheck the Edit actual time checkbox. If correcting a missed in punch, enter the correct rounded Time In. If correcting a missed out punch, enter the correct rounded Time Out. Then click Save.

The screenshot shows the 'Edit Segment' form. On the left, the 'Edit actual time' checkbox is unchecked and highlighted with a red box and arrow labeled '1'. On the right, the 'Time in' and 'Time out' fields are highlighted with a red box and arrow labeled '2'. The 'Time in' field shows '11/8/2021' and '01:15 PM'. The 'Time out' field shows '11/8/2021' and '01:15 PM'. A grey box labeled 'Segment Length: 0:00' is at the top right. At the bottom, the 'Save' button is highlighted with a red box and arrow labeled '3'.

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

## Conflicting Segments:

1. Adjust the date range for which you would like to view conflicting segments, then click Update.

### Group Hours ☆

Sort by: ID ↑▼

9/2/2021

to

11/13/2021

Manual

Update

Start date

Stop date

Period

Employee Filter

Position Filter

Cost Code Filter

Exception Filter

☐ Show absences

2. To filter on only conflicting segments, click the Exception Filter button, and check the following box.

### Group Hours ☆

Sort by: ID ↑▼

9/2/2021

to

11/13/2021

Manual

Update

Start date

Stop date

Period

Employee Filter

Position Filter

Cost Code Filter

Exception Filter

☐ Show absences



?

Search 

- Check this box**

Filter

- | <input type="checkbox"/> | M | E                        | O                        |   |       |        |                  |                    |                    |       |            |                                 |
|--------------------------|---|--------------------------|--------------------------|---|-------|--------|------------------|--------------------|--------------------|-------|------------|---------------------------------|
|                          |   |                          |                          |   |       |        | <div>+ Add</div> |                    |                    |       |            |                                 |
| <input type="checkbox"/> |   | M                        | E                        | O | Notes | Edited | Break length     | Time in            | Time out           | Hours | Week total | Position                        |
| <input type="checkbox"/> |   | <input type="checkbox"/> | <input type="checkbox"/> |   |       | Y      |                  | 10/5/2021 08:00 AM | 10/5/2021 12:00 PM | 4:00  |            | 99999 - Test Position - Analyst |
| <input type="checkbox"/> |   | <input type="checkbox"/> | <input type="checkbox"/> |   |       | Y      |                  | 10/5/2021 09:00 AM | 10/5/2021 01:00 PM | 4:00  | 8:00*      | 28 - VAC-Vacation Pay           |

4. Right click the segment and select **Edit** from the drop-down menu. Or click **Manage > Edit** from the menus above the time segments.

The screenshot shows a web interface for managing time segments. At the top, there are two buttons: "Manage" (highlighted with a red box) and "Exceptions". Below these, it says "Showing 2 records of 2" and "Selected 1 records". A table lists two time segments for "99999998 - Laura William". The first segment is from 10/5/2021 08:00 AM to 10/5/2021 12:00 PM. The second segment is from 10/5/2021 09:00 AM to 10/5/2021 01:00 PM and is selected. A right-click context menu is open over the second segment, showing options: "Edit" (highlighted with a red box), "Delete", "Split segment by length", "Split segment by percentage", "Audit Log", and "View segment photos".

					Notes	Edited	Break length	Time in	Time out
<input type="checkbox"/>								10/5/2021 08:00 AM	10/5/2021 12:00 PM
<input checked="" type="checkbox"/>						Y		10/5/2021 09:00 AM	10/5/2021 01:00 PM

5. Modify times/hours as needed. Once you are finished select Save.

The screenshot shows the "Edit Segment" form. On the left, there are checkboxes for "Individual is clocked in", "Time sheet entry" (checked), "Edit actual time", "Missed in punch", and "Missed out punch". On the right, there are input fields for "Time in" (10/5/2021, 12:00 PM), "Hours" (4:00), "Position" (28 - VAC-Vacation Pay), "Cost Code" (DEFAULT), "Rate" (0.00), and "Note". A "Segment Length: 4:00" badge is visible. At the bottom, there are buttons for "Extra", "Cancel", and "Save".

**Edit Segment**

Segment Length: 4:00

☐ Individual is clocked in

☒ Time sheet entry

☐ Edit actual time

☐ Missed in punch

☐ Missed out punch

Time in: 10/5/2021 12:00 PM

Hours: 4:00

Position: 28 - VAC-Vacation Pay

Cost Code: DEFAULT

Rate: 0.00

Note:

Extra Cancel Save

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

## Adding Segments:


Adding time segments in Group Hours allows you to add time segments to employees similar to Individual Hours.

Previously, adding within Group Hours would allow you to enter identical segments for multiple employees at once. This functionality has moved to the Mass Hours page.


1. Adjust the date range for which you would like to add the time segment, then click Update.


### Group Hours ☆

Sort by: ID ↑ ▾

11/1/2021 

to

11/13/2021 

Manual 

Update

Employee Filter

Position Filter












Cost Code Filter

Exception Filter

☐ Show absences

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Ho

2. Click the green Add button next to the employee you would like to add time to.

<input type="checkbox"/>	M 	E 	O 						
^	99999999 - Art Vandalay			<div>+ Add</div>					
<input type="checkbox"/>		M 	E 	O 	Notes	Edited		Break length	Time in
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			Y			11/1/2021 08:00 AM

3. Enter the segment information and then click Save.

Add

?

☐ Individual is clocked in

☐ Time sheet entry

☐ Missed in punch

☐ Missed out punch

Segment Length: 4:00

Time in

11/8/202109:00 AM

Time out

11/8/202101:00 PM

Break type<< NONE >>

Position99999 - Test Position - Analy

Cost CodeDEFAULT

Select

Rate0.00

Note

Days1

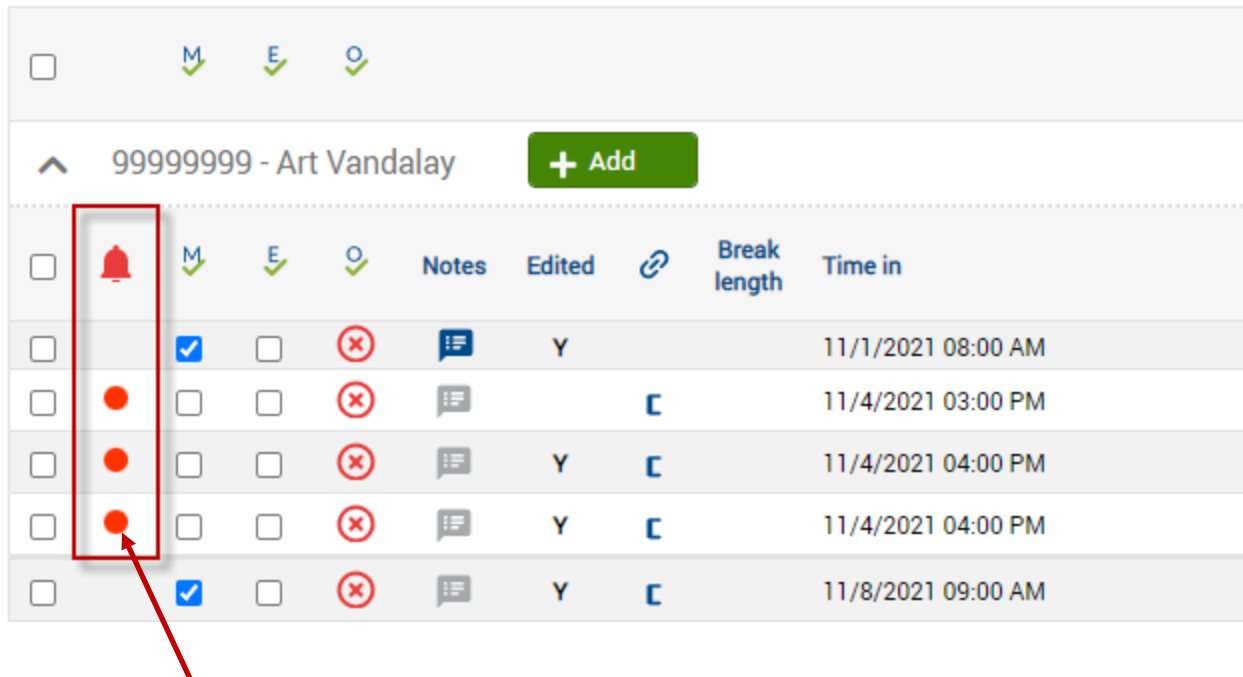
Extra

Cancel

Save

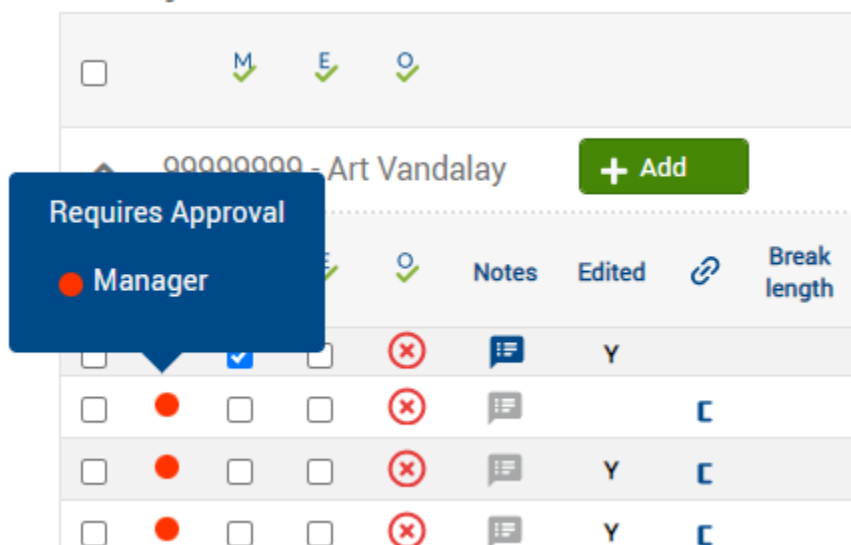
## Exceptions Indicator:

1. Immediately to the left of the Manager Approval bar you will see the Exception Indicator. This will show if there are any exceptions for a time segment.



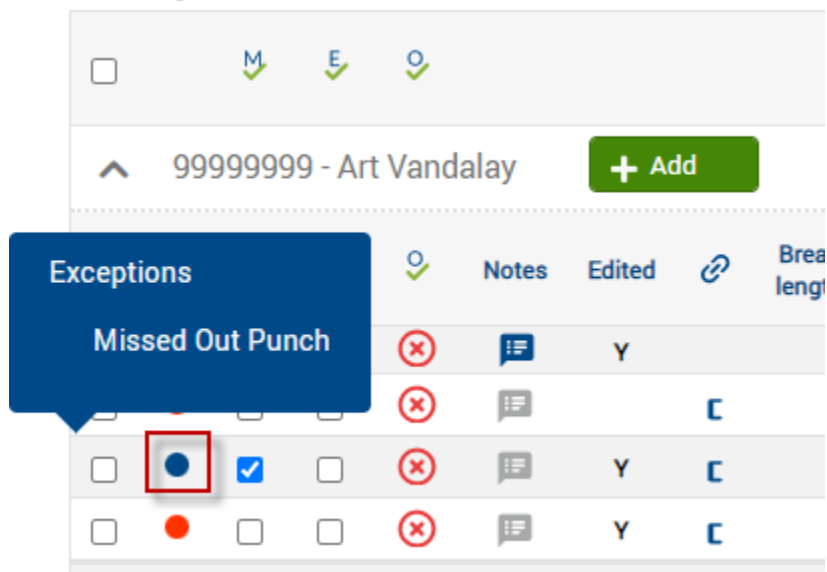
<input type="checkbox"/>				Notes	Edited	Break length	Time in
<input type="checkbox"/>		<input type="checkbox"/>			Y		11/1/2021 08:00 AM
<input type="checkbox"/>		<input type="checkbox"/>					11/4/2021 03:00 PM
<input type="checkbox"/>		<input type="checkbox"/>			Y		11/4/2021 04:00 PM
<input type="checkbox"/>		<input type="checkbox"/>			Y		11/4/2021 04:00 PM
<input type="checkbox"/>		<input type="checkbox"/>			Y		11/8/2021 09:00 AM

2. To see the exception details, roll your mouse pointer over the colored indicator (dot).
3. A red dot indicates a time segment with an exception that needs to be resolved. If the exception is not resolved, payroll export will be affected.



<input type="checkbox"/>				Notes	Edited	Break length
<input type="checkbox"/>		<input type="checkbox"/>			Y	
<input type="checkbox"/>		<input type="checkbox"/>				
<input type="checkbox"/>		<input type="checkbox"/>			Y	
<input type="checkbox"/>		<input type="checkbox"/>			Y	

4. A blue dot indicates a time segment with an exception that does not need to be resolved. This may be because the exception has already been resolved, or the exception is one that does not require an action from a manager (e.g. overtime, long shift).



5. In some instances, you may see multiple exceptions over a single dot.

