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.