

Group Hours Essentials

GROUP HOURS ☆

10/26/2014 to 12/20/2014 Open Weeks Update

Sort by: Id Employee Filter Exception Filter Job Code Filter

+ Add Segment Manage Segments Manage Exceptions Resolve period

Showing 10 records of 10 Selected 0 records

					Notes	Edited	Break length	Shift	Time in	Timeout	Hours	Shift total	Week total
- 1 - Len Uma													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				11/4/2014 01:46 PM	11/4/2014 03:23 PM	1:37	1:37	1:37
- 5 - Connie Jacobson													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		57u		11/5/2014 10:07 AM	11/5/2014 12:12 PM	2:05		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y			11/5/2014 01:09 PM	11/5/2014 05:00 PM	3:51	5:56	5:56
- 7 - Joanna Ramos													
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				11/5/2014 10:15 AM	11/5/2014 12:14 PM	1:59	1:59	1:59
- 9 - Dallas Green													
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				11/5/2014 10:37 AM	11/5/2014 12:17 PM	1:40	1:40	1:40

Group Hours allows users to add, edit, and view segments for multiple individuals at the same time. Employee exceptions – as defined in the Exceptions Tab of **Employee Profiles** – can also be viewed and approved here.

Below the **Group Hours** feature name, you will see **Sort** and **Filter** buttons. The filter buttons allow you to determine what employees will be visible when you click **Update**.

The list can also be sorted in several ways in ascending or descending order by clicking the **Sort** button.



TimeClock Plus

The information bar contains several buttons that determine what information is available and how it can be edited:

- **Date Range Boxes:** This allows you to manually enter in a range of dates to view.
- **Date Range dropdown:** This allows you to select from a number of commonly used date ranges (e.g., last month, week to date, yesterday).
- **Update:** Once a date range has been selected, click the **Update** button to see segments from within that time frame.
- **Add:** This button allows you to add hours for several employees at once. For more information, see **Adding Segments** (below).
- **Manage:** This button allows you to edit the selected segments. For more information, see **Editing Segments** (on page 3).
- **Employee Filter:** This button allows you to select which employees will appear when you click **Update** by using the Employee Filter.
- **Job Code Filter:** This button allows you to select which job codes will return results when you click **Update** by using the Job Code Filter.
- **Exception Filter:** This button allows you to filter out results to only those that are flagged with a certain exception by using the Exception Filter.

Once you have selected the range and type of segments you would like to view, click **Update**.

Adding Segments

1. Click on the **Add** button.
2. Select the employees you would like to edit from a filter or from the list. You can use a regular **Employee Filter** or use the **Work Filter**.



Work Filter

Work Filter

Worked at least 0:01 and not more than 32:00 hours from 10/6/2014 to 10/10/2014
 Include only clockable

Worked at least 0:01 and not more than 9999:59 hours from 5/6/2014 to 5/6/2014
 Include only clockable

Include specific job codes

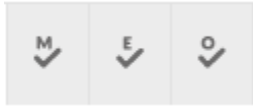
The **Work Filter** allows you to filter employees based on hours worked as well as specific job codes. For example, if you wanted to only include employees that worked 0:01 to 32:00 hours on the week of October 6th, 2014, you would fill out those fields on the work filter. Up to two different hour filters can be created as well as a job code filter on the **Work Filter** screen.

3. Click **Next**.
4. Create the segment for your employee(s). For more information, see "Adding a Segment" in Individual Hours.
5. If the segment will repeat across multiple days, select how many days you would like to include in the **Repeat days** dropdown.
6. Click **Next**.
7. View the summary for the segment(s) you are adding. If you would like to make sure the segments will create correctly, click **Preview**. Once you are satisfied with the changes made, click **Process**.

Editing Segments

Individual segments can be edited from **Group Hours**. Please note that you can only edit one segment at a time - selecting multiple segments will disable the **Edit** option. For more information, see "Editing a Segment" in Individual Hours.

Approving Shifts



If any of the approval types are required for your employees, you will be unable to close weeks if you have unapproved 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 for all displayed employees, click on the appropriate approval column headers.

Once the approval boxes have been checked, you can then click on the blue **Apply Approval** button to lock the approvals into the system, or the gray **Discard Approval** button to clear out the changes.

Approving Exceptions

Exceptions can be approved for multiple employees at the same time within **Group Hours**. To approve exceptions:

1. Select one or more segments that you would like to approve.
2. Select **Manage Exceptions** in the information bar, or right click on the Exceptions column.
3. Under the **Exceptions** header, you will see all the applicable exceptions for the selected segment(s). Here, you have the option to **approve** or **unapprove** the selected segment(s). If multiple segments have been selected with different approval states (e.g., some have been approved, some have not), neither option will be selected.
4. Click the **Approve** radio button to approve that exception for the selected segment(s).



Mass Approving Exceptions

	Unapprove	Approve
Employee Approval	<input type="radio"/>	<input checked="" type="radio"/>
Manager Approval	<input type="radio"/>	<input checked="" type="radio"/>
Other Approval	<input type="radio"/>	<input checked="" type="radio"/>
Late In	<input type="radio"/>	<input checked="" type="radio"/>
Tardy 2	<input type="radio"/>	<input checked="" type="radio"/>
Early Out	<input type="radio"/>	<input checked="" type="radio"/>
Early In	<input type="radio"/>	<input checked="" type="radio"/>
Late Out	<input type="radio"/>	<input checked="" type="radio"/>

Apply

All exception types for the displayed range can be approved or unapproved at once by selecting the **Resolve Period** button and choosing which exceptions you would like to approve.

NOTE: Resolving exceptions will resolve ALL exceptions in that time frame, not just the ones visible on the page.


Deleting Segments

Multiple segments can be deleted across multiple employees within **Group Hours**.

1. Select one or more segments that you would like to delete.
2. Select the **Manage Segments** button in the information bar, or right click on the segment(s) to bring up the **Manage** menu.
3. Select **Delete**.

Splitting Segments


Split Segment by Length

1. Right click on a segment, or select a segment and click on the **Manage Segments** button. Select **Split segment by length**.
2. You can then split a segment up by clicking on the  icon in the wizard that appears.
3. Once the segment has been split, specify a segment length in the **Length** column, or by specifying a time for the segment change in each respective field in the **Time** column.



4. Click **Save** to commit the changes to the database.

Split Segment by Percentage

1. Right click on a segment, or select a segment and click on the **Manage Segments** button. Select **Split segment by percentage**.
2. You can then split a segment up by clicking on the  icon in the wizard that appears.
3. Once the segment has been split, specify a segment percentage in the **Length** column, or by specifying a time for the segment change in each respective field in the **Time** column.
4. Click **Save** to commit the changes to the database.

Add Break

1. Right click on a segment, or select a segment and click on the **Manage Segments** button. Select **Add break**.
2. A window will appear allowing you to specify the time of the break, as well as the break type and length of the break. You can also specify where any applicable tracked information will go after the split occurs.
3. Click **Save** to commit the changes to the database.

Toggle Breaks

If an employee forgot to take a break, or if you just want to tie together segments with a break, you can manually do so.

1. Select the segment you want to enable a break after.
2. Select **Manage** and click on **Toggle Break**. This will tie the segment together with the one below it, as long as the gap between the two is within the maximum break length.

**For assistance please call Customer Support at: (325) 223-9300
Or visit us at: Support.TimeClockPlus.com**