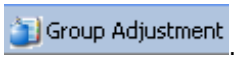
attendance ON DEMAND

INFOTRONICS Employee Attendance Systems

Adding Punches for a Group of Employees

Using the Group Adjustment from a group editing sheet, you can add punches for a group of employees simultaneously. For example, if you need to fix missing punches to prepare for payroll you can easily and quickly add punches to selected employees at once.

1. Browse to a group editing sheet.
2. Click 

. The Group Adjustment Properties page is displayed.
3. Click Change in each respective area to define the properties for adding a punch for a group of employees.

Editing Sheet

Group Adjustment Properties

Adjustment	Add a New Punch	Change	
Transaction	01/22/08 11:47 Only if employee does not already have a punch between 01/22/08 11:47 and 01/22/08 14:47	Change	
Reason Code	Supervisor Permission	Change	
Includes	Active Employees	Change	
Workgroups		Change	
Employee(s)	Alexander, David, Benedict, Matthew A, Brian, Neely	Change	Remove
Matching	3 Employee(s)		
Execute	Select Apply Now to Begin Applying this Adjustment to Selected Employee(s).		Apply Now

4. Specify the properties of punches to add. You can change some or all properties.

Area	Properties
Adjustment	Select the transaction type: Add a New Punch.
Transaction	Select the punch date and time. If you don't want to add punches to employees that already have punches in a specific date/time range, select Restrict Adding of this new Punch and fill in the date and time range.
Reason Code	Add a reason for adding punches, if needed.
Includes	Select the employee type for which you want to add punches.
Workgroups or Employee(s)	Select either the workgroup or individuals employees to add punches.
Matching	Lists the employees for whom punches are added.

5. Click Apply Now in the Execute area to add punches for selected employees or workgroups.

Adding/Replacing/Removing Schedules for a Group of Employees

Using the Perform Group Adjustment wizard from a group editing sheet you can add, replace, or remove schedules for a group of employees simultaneously. This is helpful, for example, if you are scheduling all employees for 4 hours on Saturday in order to do volunteer work. Since all employees will have the same schedule, you can use the wizard to add the schedules quickly and easily.

Adding or Replacing Schedules for a Group of Employees

1. Launch the wizard by clicking Group Adjustment from a group editing sheet and click Next.
2. Select Other.
3. Choose Add or Replace a Schedule.
4. Select the day of the new schedule.
5. Select the start time and end time for the new schedule.
6. Add a reason for adding the new schedule, if needed.
7. Review the list of employees for whom schedules are added. Remove employees by clearing check boxes, if needed.

Removing Schedules for a Group of Employees

1. Launch the wizard by clicking Group Adjustment from a group editing sheet.
2. Select Other.
3. Choose Remove Schedules.
4. Select the day to remove schedules.
5. Add a reason for removing schedules, if needed.
6. Review the list of employees for whom schedules are removed. Remove employees by clearing check boxes, if needed.

Extending Daily Schedule for a Group of Employees

To extend a daily schedule for a group of employees:
1. Browse to Employee Schedules.
2. Click Extend Schedules.
3. The Extend Schedules Wizard is displayed. Click Next.
4. Select the scheduling Date. Click Next.
5. Select to start schedules sooner or end schedules later and enter the amount of the extension. Click Next.
6. Select the employees for whom you want to extend schedules. Click Next.
7. Review the modification and click Next to confirm it.