


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  Group Adjustment. 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	Change	
	Only if employee does not already have a punch between 01/22/08 11:47 and 01/22/08 14:47		
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 <i>either</i> 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.