

Group Editing Sheet



The group editing sheet displays multiple employees' schedules, In and Out punches, and total working hours for a selected day. Additional information, such as the employee's schedule exceptions, the workgroups in which the employee worked, and the daily authorization status, is also displayed.

Employee Time Cards by Day (Page 1 of 1)												
Last Name	First Name	ID	Badge Location		Department	Cost Center	Hired					
Collins	Sanford	000126	116	L1	TRANS	S3	08/03/88					
Date	Schedule		Punches		Hours	Workgroups			Exceptions			
Date	Start	End	In	Out		Cost Center	From	To	Hours	Exceptions		
Nov-16	22:00	6:00	22:00	5:55	8:25	S3	22:00	5:55	7:25			
			Overtime 1		1:00							
James	Mike	168	158	L1	CASHIER	S1	07/17/98					
Date	Schedule		Punches		Hours	Workgroups			Exceptions			
Date	Start	End	In	Out		Cost Center	From	To	Hours	Exceptions		
Nov-16	8:15	16:45	8:12	16:49	9:04	S1	8:12	16:49	8:04			
			Overtime 1		1:00							

Some common supervisor tasks are to:

- Review edits
- Acknowledge exceptions
- Add In and Out punches
- Credit/debit worked hours/dollars
- Perform workgroup transfers
- Correct errors
- Schedule employees
- Edit multiple employees at once using a group adjustment

Browsing

- Use the Dates drop-down menu to browse to information about different days
- Use the Page drop-down menu to browse to different information about the employee, such as the employee schedules.
- Use the Prev. Page and Next Page to browse to employees in a previous or next page in the Page drop-down menu.
- Use  to view employees on the first page.
- Use  to view employees on the last page.