

Group Edits

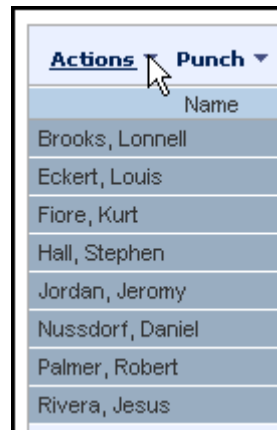
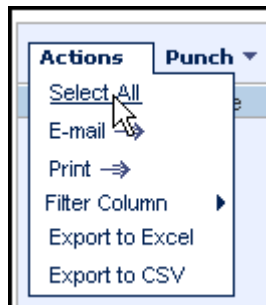
Group Edits can be used to apply time, such as Holiday, to an entire group of employees. This is more efficient than entering the time individually to each timecard.

For our example, we will use the Labor Day holiday, September 1, 2008.

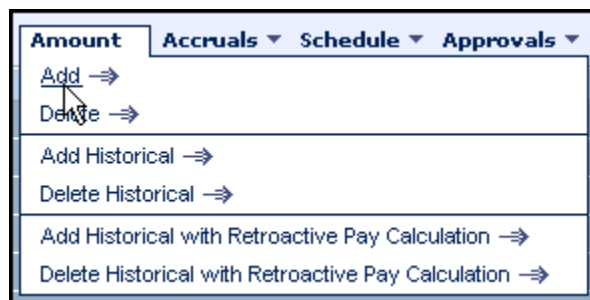
- Open the **Reconcile Timecard** screen.
- In the Show box, leave as **All Home** (all employees in your listing) or select a smaller subset of employees (previously created Hyperfind Query)
- For the Time Period, leave as **Current Pay Period**.

Show	All Home	Edit
Time Period	Current Pay Period	Refresh

- On the menu line click → Actions → Select All.
- This will highlight (in blue) all the employees on the screen. To select only certain employees, hold down the control key (CTRL) on your keyboard and click to highlight.



- On the menu line →click **Amount** → **Add**.



- This opens the **Add Amount** box.
- **Pay Code:** Choose the PAY CODE to add (Ex: HOL).
- **Amount:** Type in the # of hours to apply to each timecard.
- **Override Accrual Days:** Leave unchecked
- **Effective Date:** Enter the actual date for the holiday.
- **Start Date:** (Optional) If not left blank enter the shift's start time
- **Transfer:** Use if a labor level transfer is required.
- **Stop Pay From Schedule:** Leave checked
- After entering all necessary information, click OK.

The screenshot shows a Java Applet Window titled "Add Amount". The window contains the following fields and controls:

- Pay Code:** A dropdown menu with "HOL" selected.
- *Amount (HH.hh):** A dropdown menu with "8.00" selected.
- Override Accrual Days:** An unchecked checkbox.
- *Effective Date:** A dropdown menu with "9/01/2008" selected.
- Start Time:** An empty text input field.
- Transfer:** An empty dropdown menu.
- Stop pay from schedule:** A checked checkbox.
- Comments:** A button with a right-pointing arrow.
- OK, Cancel, Help:** Three buttons at the bottom of the dialog.

The window title bar includes a close button (X) in the top right corner. The status bar at the bottom of the window reads "Java Applet Window".