

Group Editing

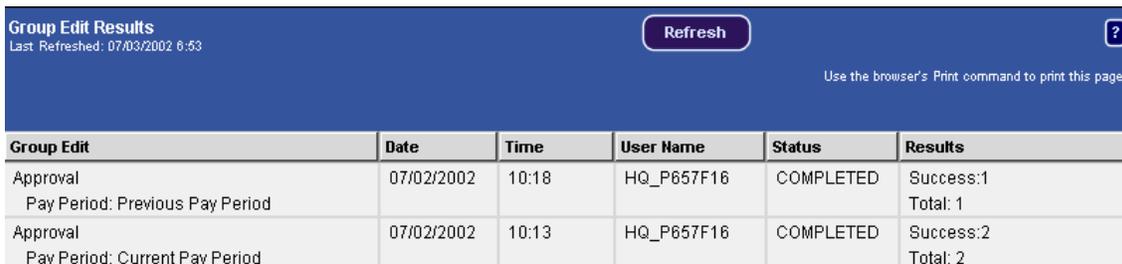
A Group Edit allows the manager to select the group and apply the **same** edit to the entire group, in one step. **All employees that receive the group edit must be in the same pay plan.** In the example below, all employees are 1st shift Craft and Trade and attended a KRONOS training class.

- In the Schedule Planner, highlight the name of the group to edit. Click on the day to apply the pay code to the group.
- Select **Add Pay Code**. The Pay Code Editor box will appear.



- Choose the desired Pay Code from the drop-down.
- Enter the number of hours in the Amount box.
- Enter the start time in the Display Start Time field.
- Effective date defaults based on the day selected in the Schedule Planner.
- Click Apply and the pay code will be displayed at the top.
- Click OK.
- The Schedule Planner screen comes up, Save.

Group edits are processed on the Server, not your PC. It may take several minutes for the edit to be completed. When the edit begins processing, it will create an entry in the



Group Edit	Date	Time	User Name	Status	Results
Approval Pay Period: Previous Pay Period	07/02/2002	10:18	HQ_P657F16	COMPLETED	Success:1 Total: 1
Approval Pay Period: Current Pay Period	07/02/2002	10:13	HQ_P657F16	COMPLETED	Success:2 Total: 2

Group Edit Results log. To view this log click on the Group Edit Results link on the left side of the screen.

- While the edit is processing, the log will show a status of PENDING.
- Once the edit has finished, the status will change to COMPLETE.
- If an error has occurred, a link will appear. Click on this link to find information about the problem.