

Create Groups

*Group:

Assign Employees

Available as of 6/14/2002:

- ABBOTT, KIMBERLY M
- AFRICA, SARAH A
- AGAGAS, MARY M
- ARELLANO, ERWIN N
- ARMSTRONG, BETTY A
- ARMSTRONG, DAVID M
- ASPERIN, ARMANDO G
- ATTIOGBE, FERDINAND K
- BAKER, MARYANN
- BALLOU, ROGER P
- BANNASCH, LORRAINE P
- BARNETT, MARY C
- BATCHELOR, RANDOLPH D

Effective Date: 6/14/2002

Add>

Add All>>

<Remove

<<Remove All

Assigned:

Assign Pattern to Group

Pattern Template: <None>

Start Date: End Date: Forever

OK Cancel Help

Creating a group of employees will allow you to group employees with similarities.

To create a group:

- Click on the **Schedule Planner** link on the left side of the screen.
- Select **Group > Add**.
- The Add Group dialog box will appear. Type the name of the group in the Group box.
- In the “Available as of ?/??/????” highlight the employees that will be a part of the group, then click Add. To select more than one employee hold down the Ctrl key and click all the names to be added. To add all of the employees listed in the Available box to the group, click Add All.
- In the effective date box, select the date that the chosen employees should become part of the group.
- Click OK.
- **Save.**

An employee may be assigned to more than one group, but never at the same time.