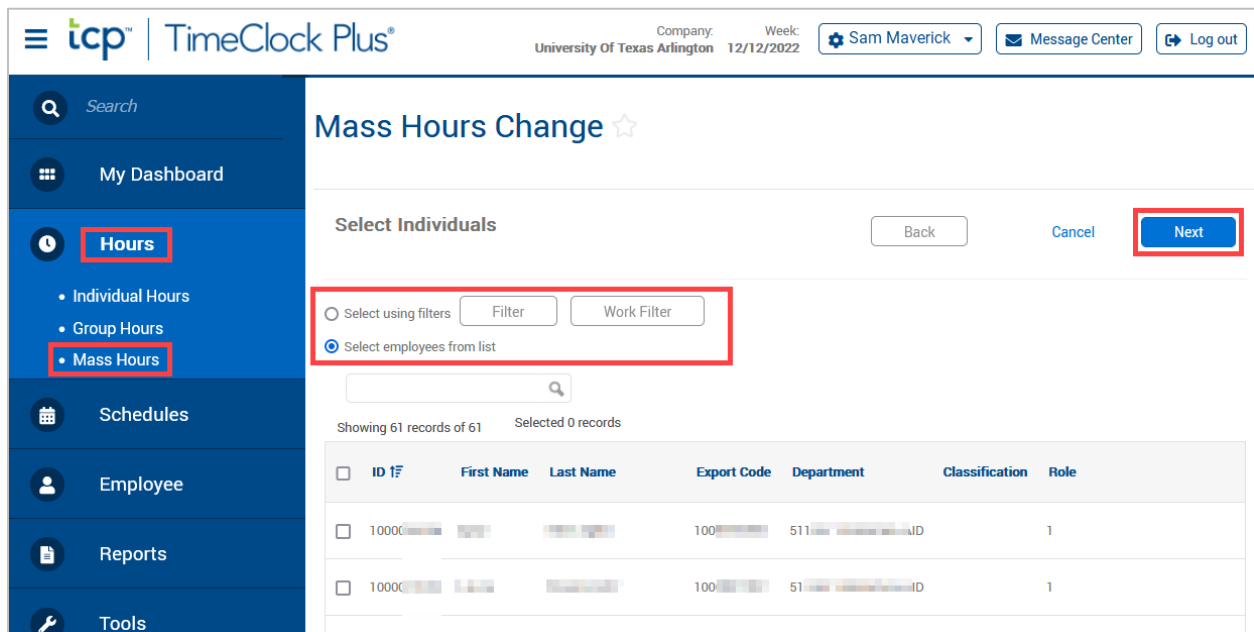# Add Mass Hours Job Aid

Mass Hours allows users to add, edit, and delete the same time segments for multiple employees. This is a powerful suite of tools that saves users time, but it must be used with care to ensure that operations only add, edit, or delete the correct segments.

1. Navigate to Hours, then Mass Hours.

2. Choose one of the two radio buttons:

   - Select using filters: Choose employees by either creating a new filter or applying a previously created filter.

   - Select employees from list: Fill this radio button to open a complete list of the organization's employees. Select them by clicking the adjacent checkboxes, which highlights them in blue.

Note: *When a filter has been applied successfully, an "Operation Successful" tab will be briefly displayed.*

3. Select the Next button in the upper right corner.

4. The Select Operation screen appears. Select the Add Hours entry. The software highlights it in

blue after selection.

MASS HOURS CHANGE ☆   ?   Feedback

Select Operation   Back   Cancel   Next

Employee Settings
Add Hours
Edit Hours
Delete Hours
Processing

5. The Add Hours screen appears. Use the following options as necessary.

    - Individual is clocked in: Fill this checkbox if the individual is currently working.

    - Time sheet entry: Fill this checkbox if manually entering only a quantity of hours (i.e. not punch times, for Classified employee hours).

    - Missed in punch: Fill this checkbox if the employee failed to punch into work.

    - Missed out punch: Fill this checkbox if the employee failed to punch out.

    - Time in: Use the range pickers to select a date and time that the shift begins.

    - Time out: Use the range pickers to choose a date and time that the shift ends.

    - Note: To provide the reason for the add or edit.

Note: *Timekeepers should always enter a note when entering time for employees.*

    - Days: If entering hours for multiple concurrent days, use the drop-down menu to select the quantity of days.

6. Click the Next button, which prompts the Summary screen to appear. Look over the results to ensure the correct information will be processed.

7. Select the gray Preview button to ensure that the changes go smoothly. The Processing window appears. Click Show Details to show the segments to be added.
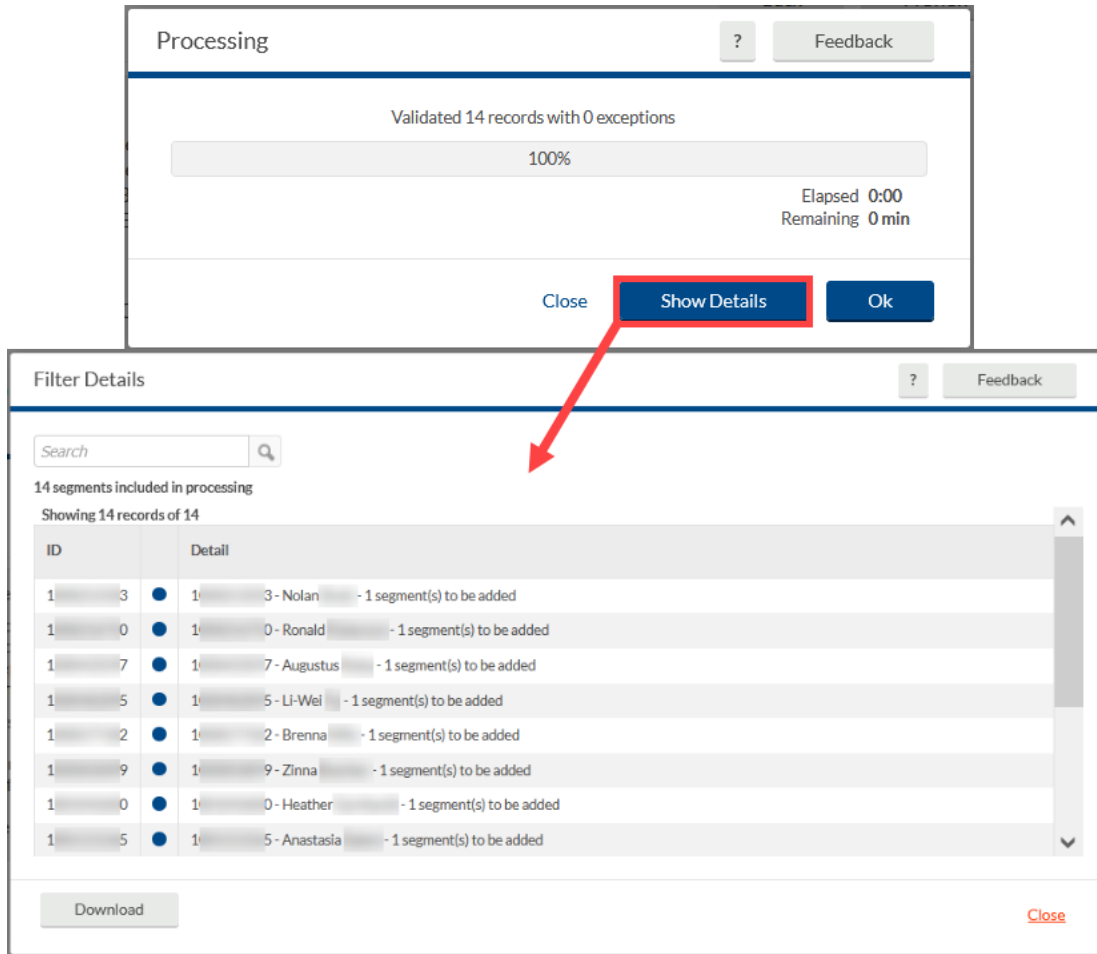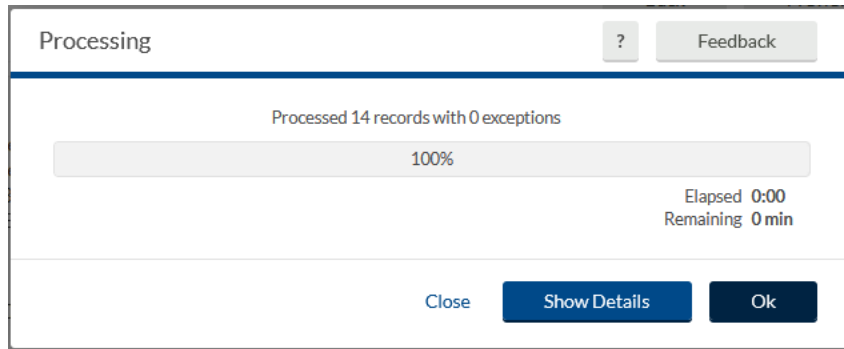
Click the Close link to return to the Processing Window. Then, click the Ok button to return to the Mass Hours process.

8. If the Show Exceptions button turns orange, click it to locate any potential problems.
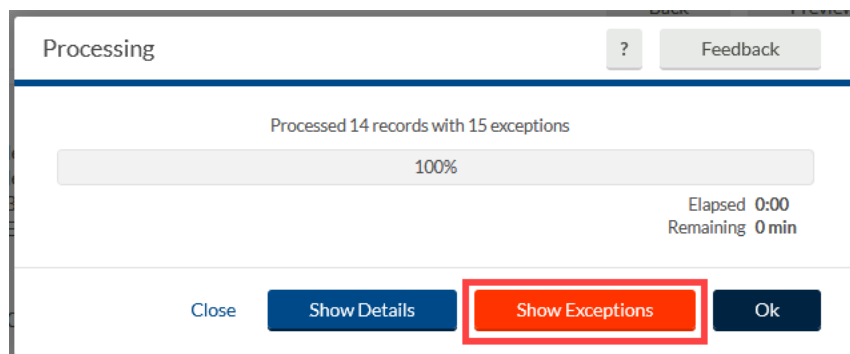
9. Otherwise, click the Process button in the upper right corner of the main screen.

10. A Processing Window will appear confirming the number of time segments entered.

11. Click the Ok button to confirm the added hours.