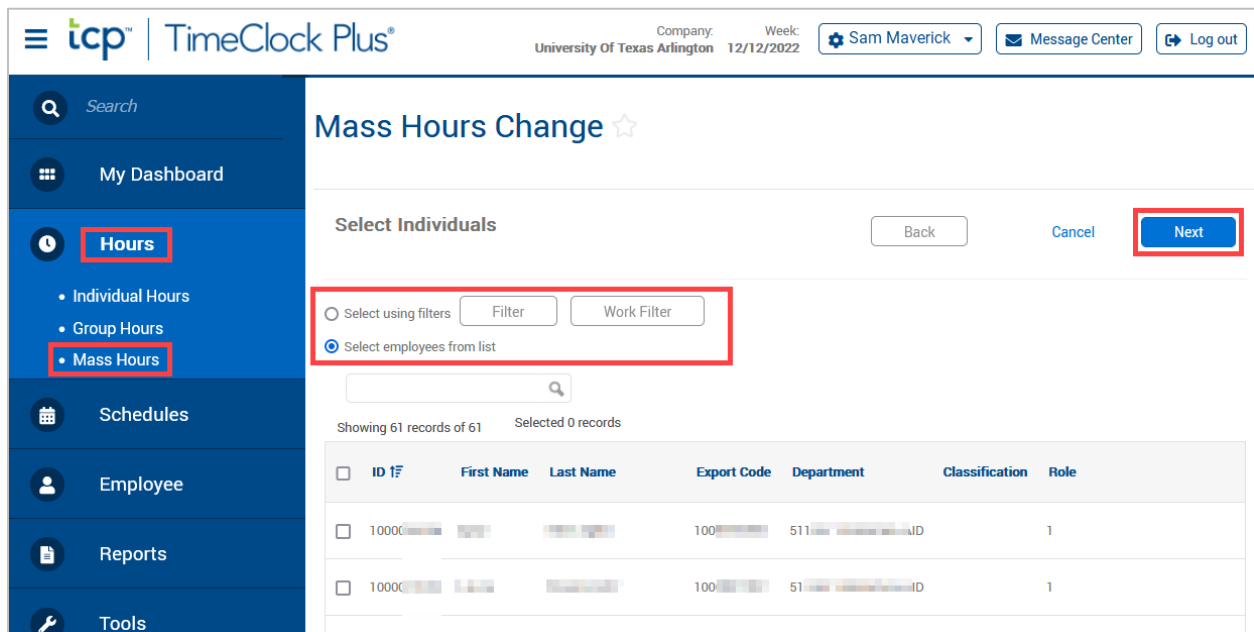


## Add Mass Hours Job Aid

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.



Company: University Of Texas Arlington | Week: 12/12/2022 | Sam Maverick | Message Center | Log out

Search

My Dashboard

**Hours**

- Individual Hours
- Group Hours
- Mass Hours**

Schedules

Employee

Reports

Tools

### Mass Hours Change ☆

Select Individuals Back Cancel **Next**

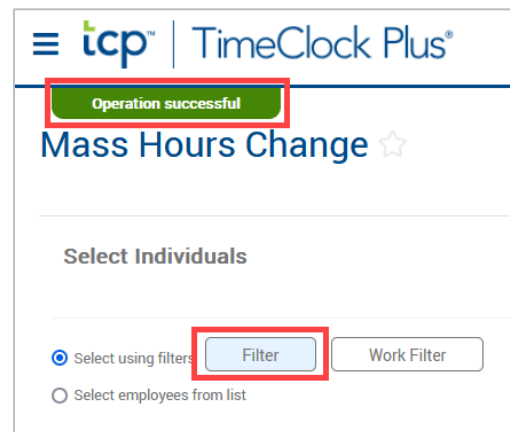
Select using filters Filter Work Filter

Select employees from list

Showing 61 records of 61 Selected 0 records

ID	First Name	Last Name	Export Code	Department	Classification	Role
<input type="checkbox"/>	1000C		100	511	ID	1
<input type="checkbox"/>	1000C		100	51	ID	1

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



Operation successful

### Mass Hours Change ☆

Select Individuals

Select using filters **Filter** Work Filter

Select employees from list

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.

MASS HOURS CHANGE ☆
? Feedback

---

**Add Hours**
Back Cancel **Next**

Individual is clocked in  
 Time sheet entry  
 Missed in punch  
 Missed out punch

Segment Length: 4:00

Time in 10/9/2021 09:00 AM  
 Time out 10/9/2021 01:00 PM

Break type << NONE >>

Position Default Position

Cost Code << NONE >> Select

Rate 0.00

Note Hours for Weekend Off-Site Ti

Days 1

Custom

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

MASS HOURS CHANGE ☆
? Feedback

---

**Summary**
Back Preview Cancel **Process**

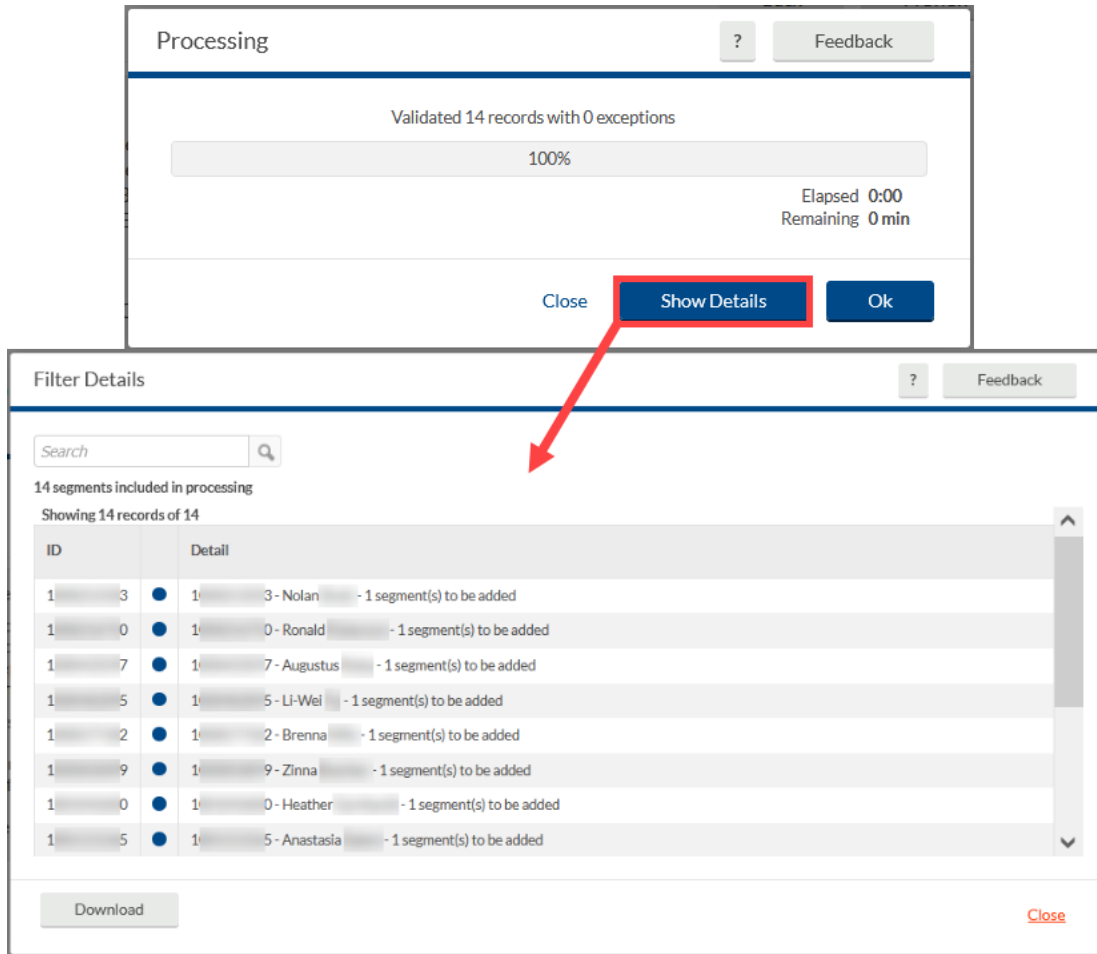
14 employees selected

- Filter by individual's status to exclude suspended
- Filter by individual's status to exclude terminated
- Filter by department to include 340301 OIT CONTINUOUS IMPROVEMENT
- Filter by employee role to include 3 Employee Roles

Adding hours

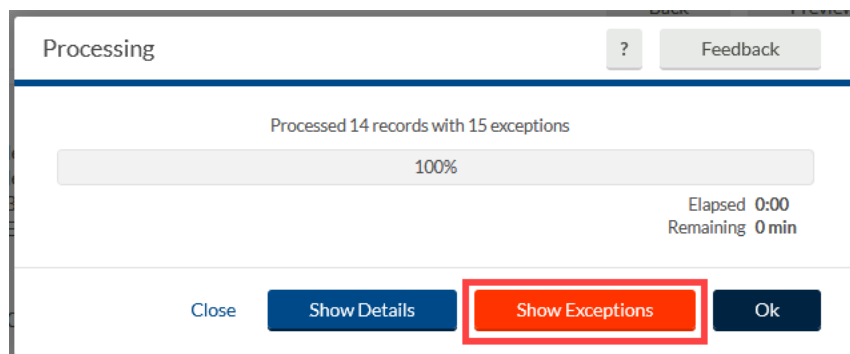
Source date range : 10/09/2021 09:00 AM- 10/09/2021 01:00 PM  
 Position: Default Position  
 Cost Code:  
 Days to repeat : 1

- 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.

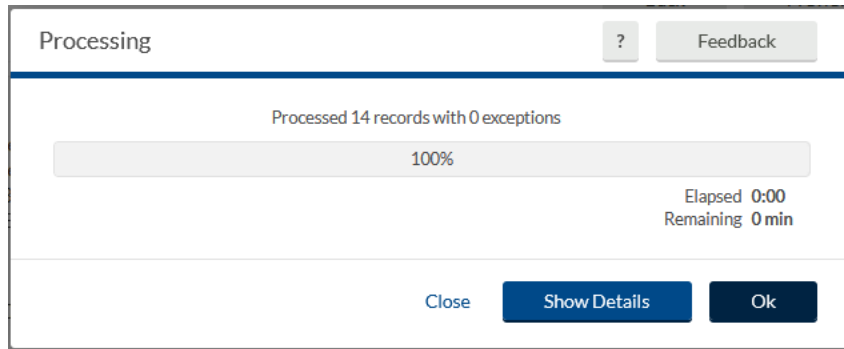


Click the Close link to return to the Processing Window. Then, click the Ok button to return to the Mass Hours process.

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.



A processing dialog box with a title bar containing the word "Processing", a question mark icon, and a "Feedback" button. The main area displays "Processed 14 records with 0 exceptions" above a progress bar that is filled to 100%. Below the progress bar, it shows "Elapsed 0:00" and "Remaining 0 min". At the bottom, there are three buttons: "Close", "Show Details", and "Ok".

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