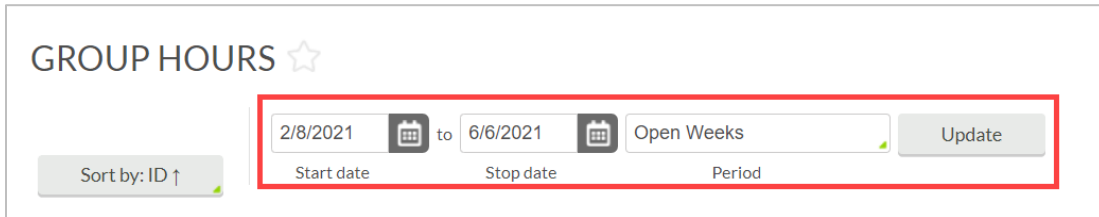


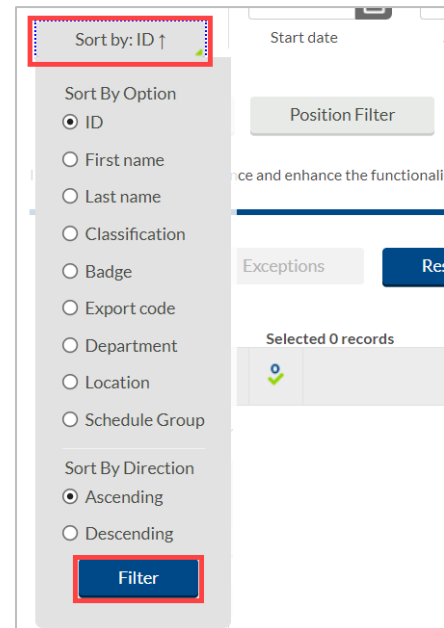
## Review Group Hours Job Aid

The purpose of this job aid is to explain how to review employee hours using the Group Hours screen. Group hours allows you to view hours for all your employees in one location. This makes the review process easier as you can review hours on a mass scale, filter for specific employee groups, and filter for specific exceptions.

1. Click on Hours, then Group Hours.
2. Set the date range you want to review hours for and click Update.



3. You can use the Sort by option to change the order in which employees are displayed in Group Hours. After selecting a Sort By Option and Direction, click the Filter button to update the results table.



4. Group Hours has many useful filters that can be used to display specific subsets of information when viewing hours. Please note that the text on the filter button will be bolded once the filter has been applied.

**Note:** *The Cost Code Filter is not used at UTA.*

- a. The Employee Filter allows you to filter hours for only specific employees.
- b. The Position Filter allows you to filter to see segments for specific positions.
- c. The Exception Filter allows you to filter to see segments with only specific exceptions. For example, if you are required to approve all missed punches before processing payroll, you can filter all the segments worked that week to see just those segments that have unapproved missed punches.

There are three categories of exceptions you can review:

- i. Approvals – shift segments missing employee or manager approval.
- ii. Shift - segments that share time with another segment (e.g., clocking in while already clocked in)
- iii. Schedule – shift segments that conflict with the employee’s schedule (e.g., clocking in early or late)

**Note:** As you address exceptions that are included in the exception filter, those segments will no longer be shown. This is a useful way to know that all segments with the selected exceptions have been addressed. It is recommended to click on the Exception Filter again and select new exceptions to filter by or click the Restore Default option to reset the filter and display all hours again.

5. The hours per employee will display in the table below, organized by employee according to the sort and filters applied.

GROUP HOURS Options Download ? Feedback

2/8/2021 to 6/6/2021 Open Weeks Update

Sort by: Last name ↑ Start date Stop date Period

Employee Filter Position Filter Cost Code Filter Exception Filter  Show absences

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hours. To add or edit hours for multiple employees and multiple segments use Mass Hours.

Manage Exceptions **Resolve Period** Expand all Collapse all

Showing 62 records of 62 Selected 0 records Conflict

- 1234567890 - Sam Maverick + Add																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Break length	Time in	Time out	Hours	Shift total	Week total	Position	Cost Code	Rate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3/15/2021 08:00 AM	<< Time sheet >>	8:00	8:00	8:00	3 - Leave without Pay		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5/10/2021 08:00 AM	<< Time sheet >>	10:00	10:00		1001029400 - Business Support Analyst II		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5/10/2021 08:00 AM	<< Time sheet >>	8:00	8:00		5 - Jury Duty		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5/11/2021 08:00 PM	<< Time sheet >>	10:00	10:00		1001029400 - Business Support Analyst II		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5/12/2021 05:00 PM	<< Time sheet >>	8:00	8:00		1001029400 - Business Support Analyst II		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5/13/2021 05:00 PM	<< Time sheet >>	8:00	8:00		1001029400 - Business Support Analyst II		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5/14/2021 05:00 PM	<< Time sheet >>	8:00	8:00	52:00	1001029400 - Business Support Analyst II		10.00
- 9987654321 - Joe Maverick + Add																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Break length	Time in	Time out	Hours	Shift total	Week total	Position	Cost Code	Rate
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4/23/2021 05:00 PM	4/23/2021 09:00 PM	4:00	4:00		1008558200 - Business Support Analyst I		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4/25/2021 11:59 PM	<< Time sheet >>	36:00	36:00	40:00	1008558200 - Business Support Analyst I		10.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4/26/2021 08:00 AM	<< Time sheet >>	8:00	8:00		5 - Jury Duty		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4/27/2021 08:00 AM	<< Time sheet >>	8:00	8:00		4 - Bereavement		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4/30/2021 05:00 PM	4/30/2021 09:00 PM	4:00	4:00		1008558200 - Business Support Analyst I		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5/2/2021 11:59 PM	<< Time sheet >>	20:00	20:00	40:00	1008558200 - Business Support Analyst I		10.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5/9/2021 11:59 PM	<< Time sheet >>	40:00	40:00	40:00	1008558200 - Business Support Analyst I		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5/16/2021 11:59 PM	<< Time sheet >>	40:00	40:00	40:00	1008558200 - Business Support Analyst I		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5/17/2021 08:00 AM	<< Time sheet >>	8:00	8:00		12 - Straight Comp Taken		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5/19/2021 08:00 AM	<< Time sheet >>	3:30	3:30		12 - Straight Comp Taken		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5/19/2021 08:00 AM	<< Time sheet >>	4:30	4:30		1 - Vacation Leave		10.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5/23/2021 11:59 PM	<< Time sheet >>	24:00	24:00	40:00	1008558200 - Business Support Analyst I		10.00

## Additional Display Options

There are other display options that can be changed by clicking the Options button in Individual or Group Hours. These options will persist throughout the software once selected.

Additional options that can be adjusted include:

- Time, Date and Hour display formats

- Default Period for viewing hours
- Displaying the Manager name next to the Employee name
- Displaying the day of the week for each time in/out
- Displaying the user ID that granted approval for each segment
- Setting default clock in and clock out times (used when adding hours manually)
- Changing the highlight colors for the segment based on:
  - Missed punches
  - Absent segments
  - Row shading
  - Conflicting segments

The screenshot displays the 'INDIVIDUAL HOURS' interface. At the top, there is a search bar and a star icon. Below this, there are buttons for 'Sort by: ID ↑' and 'Employee Filter'. A red box highlights the 'Options' button, with a red arrow pointing to the expanded 'Options' dialog box. The dialog box contains several sections: 'Display' with 'Expand all' and 'Collapse all' links; 'Settings' with 'Default Times' (Default clock in time: 09:00 AM, Default clock out time: 05:00 PM, Default time sheet hours: 8:00) and 'Rounding' (Perform punch rounding on added shift segments, Perform break rounding on added shift segments); 'Warnings' with 'Actual Time' (When editing the rounded time, change the actual time to the rounded time, Always keep actual times, Always prompt); and 'Colors'. At the bottom of the dialog box, there are 'Cancel' and 'Apply' buttons.