



## Kronos Workforce Timekeeper Group Edit Results

Group Edits are changes made to multiple employees at a single time rather than individually, thus saving time. Groups of employees can be selected from the Genies or a HyperFind Query. It also allows the manager to be consistent in their changes as they are processing a change to a group as a whole. Group Edits can be applied to various tasks. For example: Approving Timecards and Pay from Schedules.

It is very important that you choose the correct employees from the Genie. The employees can be individually highlighted or under the Actions menu > Select All.

Select the appropriate action from the menu bar for the group of employees selected. If a dialog box appears, select yes to confirm the group edit. Select the Group Edit Results from the General Tab in the top navigation bar to view the results.

The screenshot shows the Kronos Workforce Timekeeper interface. At the top, there are navigation tabs: Timecard | Schedule | People | Reports. Below this is the title 'BC-RECONCILE TIMECARD' and 'Last Refreshed: 3:13PM'. There are two dropdown menus: 'Show' set to 'All Home' and 'Time Period' set to 'Current Pay Period'. There are two buttons: 'Edit' and 'Refresh'. Below the navigation is a table with columns: Dept ID, Name, Total Paid Hours, Missed Punch, Early In, and Late In. The table contains seven rows of employee data. An 'Approvals' dropdown menu is open over the table, showing options: Approve and Remove Approval.

Dept ID	Name	Total Paid Hours	Missed Punch	Early In	Late In
024141	O'Brien, Donna L				
024141	LaCorcia, Leigh				
024141	Alvarez, Maria				
024141	Evans, Kari L				
024141	Wong, Catiana				
024141	Richelieu, Terry-Anne				
024141	Haggarty, Joseph M				

## Group Edit Results

Group Edit Results is a read-only table that can be viewed from the General Tab if the edit has taken place through a Kronos Genie. The results will display the Edit performed and the specific

information surrounding the Edit. Click the Refresh button to see the most current status. If an edit has failed, click the details link to display the error log.

Group Edit	Date	Time	User Name	Status	Results
Approved Time Period: Current Pay Period	5/10/2011	3:24PM	cantlisu	COMPLETED	Success:12 Total: 12

Group Edit Results	
Field	Description
Group Edit	Displays the type of edit submitted.
Date	Displays the date the edit was submitted.
Time	Displays the time the edit was submitted.
User Name	Displays the UserName of the person who performed the edit.
Status	Displays the status of "Completed" or "Processing".
Results	Displays if the results as Success or Failed and the Total for each.

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URL:

[http://www.bc.edu/bc\\_org/hvp/hrsc/groupedits.html](http://www.bc.edu/bc_org/hvp/hrsc/groupedits.html)

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