

Work with Selected Employees is found in Employee Setup and allows changes to employee setup fields in a bulk manner. This feature is commonly used when applying the Auto Lunch feature, adding a new Supervisor, or updating Departments and Locations.

Go to: helpside.com -> Employer -> Timeclock and login with your username and password.

Step 1: Select **Employee Setup** from the left pane. The list of employees will appear in the right pane.

Step 2: Check the boxes next to the employee names that the change will affect.

Step 3: Select **Work with Selected Employees** found in the Employee Setup Options list.

The screenshot displays the 'Employee Setup List' interface. On the left, the 'Employee Setup' menu item is highlighted with a red circle '1'. The main area shows a table of employees with checkboxes in the first column. A red circle '2' is next to the first checkbox. A dropdown menu is open over the table, showing 'Work with Selected Employees' highlighted with a red circle '3'.

<input type="checkbox"/>	Employee Name		
<input type="checkbox"/>	2Test, Jake	username	
<input type="checkbox"/>	Allen Test, Lara	lallentest	
<input type="checkbox"/>	Anderson, Joseph2		N28646
<input type="checkbox"/>	Beckman, Brad	bbeckman	

Step 4: Look at the top of the page to confirm the employees you have selected.

Step 5: Remove or update information.

- To remove information, check the box next to the fields and leave the field blank. Set the effective date.
- To add or update information, check the box next to the field and enter the change. Set the effective date.

Step 6: Click **Save**.

Multiple Employee Editor ?

This screen is used to edit fields that are common to each employee.

- You have selected 2 employees to edit.
Beckman, Brad **4**
Anderson, Joseph2

<input type="checkbox"/> Start Date	<input type="text"/>
<input type="checkbox"/> Separation Date	<input type="text"/>
<input type="checkbox"/> Export Block	Blocked <input type="button" value="v"/>
<input type="checkbox"/> Web Clock Enabled	Yes <input type="button" value="v"/>
<input type="checkbox"/> Mobile Punch Enabled	Yes <input type="button" value="v"/>
<input type="checkbox"/> Mobile Enabled	Yes <input type="button" value="v"/>
<input type="checkbox"/> Add GPS to Mobile Punch (If Available)	Yes <input type="button" value="v"/>
<input type="checkbox"/> Enforce geofence(s)	Yes <input type="button" value="v"/>
<input type="checkbox"/> Options	<input type="text"/>
<input type="checkbox"/> External Employee Id	<input type="text"/>
<input type="checkbox"/> OTThreshold	<input type="text"/>
<input type="checkbox"/> Employee Type	<input type="text"/>
<input type="checkbox"/> Title	<input type="text"/>
<input checked="" type="checkbox"/> Department	Customer Service <input type="button" value="v"/> This pay period: 8/1/2021 <input type="button" value="v"/>
<input checked="" type="checkbox"/> Location 5	<input type="text"/> This pay period: 8/1/2021 <input type="button" value="v"/>
<input type="checkbox"/> Supervisor	<input type="text"/>
<input type="checkbox"/> Home 1	<input type="text"/>
<input type="checkbox"/> Home 2	<input type="text"/>
<input type="checkbox"/> Home 3	<input type="text"/>
<input type="checkbox"/> Integration Date Effective 1	<input type="text"/>
<input type="checkbox"/> Self-service password	<input type="text"/>

6

You will receive a pop-up confirmation that the changes were saved successfully.

