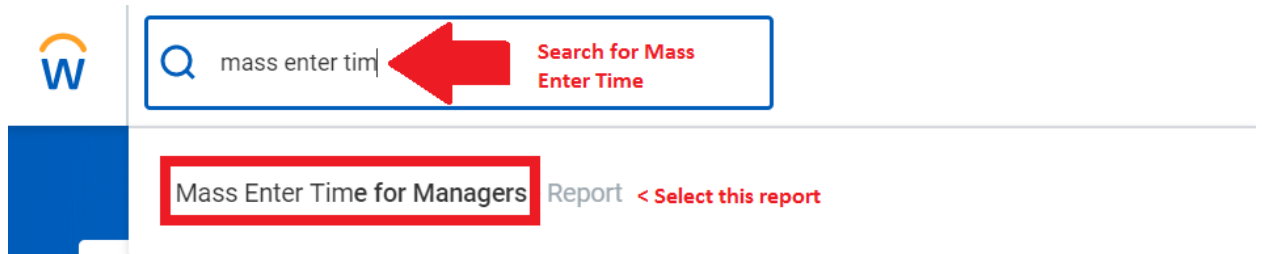


Mass Enter Time

Enter time for multiple Non-Exempt (hourly) workers at once.

Before starting this process, it will be a good idea to have a list of your employees, their FTEs, and regular work schedules (if less than 1.0 FTE) available. You will also need to make note of any staff that has requested time off for the date(s) for which you will be entering time, as they will not need "Regular Hours" entered on days not typically scheduled to work and/or days previously requested off.

1. Access the **Mass Enter Time For Managers** report by searching for the report name and clicking on the "Mass Enter Time For Managers" report.



2. Search for and select the workers for whom you wish to enter time.

You will see your Non-Exempt direct reports.

The screenshot shows a search results page. On the left, there are filters for "Current Search", "Cost Centers Viewable by Everyone", "Employee Type - Primary Position", "Job Profile - Primary Position", and "Location". The "Current Search" section shows "35 Results" in a red box. The list of employees includes:

- Alisha Moore
OBGYN - Clinic | OBGYN Biltmore | Certified Medical Assistant (CMA)
- Amber McCarter
OBGYN - Clinic | OBGYN Biltmore | Certified Medical Assistant (CMA)
- Ashley Echevarria
OBGYN - Clinic | OBGYN Biltmore | Clinical Unit Secretary / Medical Assistant
- Athena Collins
OBGYN - MFM | OBGYN Biltmore | Certified Medical Assistant (CMA)
- Cynthia Hansen
OBGYN - Clinic | OBGYN Biltmore | Registered Nurse (NE)
- Cynthia Robinson
OBGYN - Clinic | OBGYN Biltmore | Clinical Services Assistant / Medical Assistant
- Ebony Clark
OBGYN - Clinic | OBGYN Biltmore | Clinical Services Assistant
- Elizabeth Mann
OBGYN - MFM | OBGYN Biltmore | Registered Nurse (RN)
- Haley Brockwell
OBGYN - Clinic | OBGYN Biltmore | Certified Medical Assistant (CMA)

At the bottom of the list, there is a "Next" button and a partially visible name "hagen".

Select only the employees that will need time entered, then click the “Next” button.

- If employees are scheduled to be out of the office for the days you will be entering time, then their absence should already be requested and approved through the Time Tracking Absence module.
- Exempt employees do not clock in/out and will not be selected during the Mass Enter Time process.
- Select only those employees who are normally scheduled for the days you will be entering time. Employees with a FTE of less than 1.0 may not work a full 8 hour shift, or may not normally be scheduled to work the day(s) for which you will be entering time.

Current Search **35 Results** | 8 selected

Cost Centers Viewable by Everyone

- CC201 OBGYN - Clinic (32)
- CC230 OBGYN - MFM (2)
- CC485 UNC - Pipeline Projec... (1)

Employee Type - Primary Position

- Regular (35)

Job Profile - Primary Position

- Medical Assistant (18)
- Registered Nurse (NE) (7)
- Registered Nurse (3)
- Clinical Services Assistant (3)
- Registered Dietitian (1)
- More

Location

- OBGYN Biltmore (35)

Supervisory Organization

<input checked="" type="checkbox"/>	Alisha Moore OBGYN - Clinic OBGYN Biltmore Certified Medical Assistant (CMA)
<input checked="" type="checkbox"/>	Amber McCarter OBGYN - Clinic OBGYN Biltmore Certified Medical Assistant (CMA)
<input checked="" type="checkbox"/>	Ashley Echevarria OBGYN - Clinic OBGYN Biltmore Clinical Unit Secretary / Medical Assistant
<input checked="" type="checkbox"/>	Athena Collins OBGYN - MFM OBGYN Biltmore Certified Medical Assistant (CMA)
<input checked="" type="checkbox"/>	Cynthia Hansen OBGYN - Clinic OBGYN Biltmore Registered Nurse (NE)
<input checked="" type="checkbox"/>	Cynthia Robinson OBGYN - Clinic OBGYN Biltmore Clinical Services Assistant / Medical Assistant
<input checked="" type="checkbox"/>	Ebony Clark OBGYN - Clinic OBGYN Biltmore Clinical Services Assistant
<input type="checkbox"/>	Elizabeth Mann OBGYN - MFM OBGYN Biltmore Registered Nurse (RN)
<input checked="" type="checkbox"/>	Haley Brockwell OBGYN - Clinic OBGYN Biltmore Certified Medical Assistant (CMA)
<input type="checkbox"/>	JoAnn Vanderhaegen OBGYN - Clinic OBGYN Biltmore Certified Medical Assistant (CMA) - Lead

3. Select a Date and Time Type

Confirm the number of workers you selected matches the total number of workers you’re entering time for, select the date, and select “Regular Earnings.” Mass time entry can only be completed for one day at a time, so you would need to repeat the process for multiple days. Click the “Next” button.



Number of Workers 9

Date * 05 / 23 / 2019

Time Type * X Regular Earnings

Worktags

4. Enter an **In** time, an **Out** time, and **Out Reason** for time entry.

Enter 8 hours for employees in one time block. Or, if you wish to add a lunch break, you may add hours in two separate 4 hour time blocks by clicking the “Add” button and using “Out” as the out reason each time. Click the “Next” button.

Mass Enter Time - step 2 of 3

Number of Workers 9
Date 05/23/2019
Time Type Regular Earnings
Worktags (empty)

In Enter 8 hours for employees in ONE time block, with "Out Reason" as Out

Out

Out Reason

Mass Enter Time - step 2 of 3

Number of Workers 8
Date 05/24/2019
Time Type Regular Earnings
Worktags (empty)

In

Out

Out Reason

In

Out

Out Reason

Or, you may enter a 4 hour time block, with "Out Reason" as OUT (for lunch), then click the "Add" button, and enter another 4 hour time block with "Out Reason" as OUT (end of shift). Either format will be acceptable.

5. Review the time entry details, **Workers to be processed** and, if applicable, **Workers unable to be processed**. To revise the time entry, click **Back**. To change the worker selection, rerun the report.

Ensure results indicate “Workers to be Processed” and click the “Submit” button. If you see “Workers unable to be processed,” then there is an error and time entry will not be processed for those workers.

Mass Enter Time - step 3 of 3

Number of Workers 9
Date 05/23/2019
Time Type Regular Earnings
Worktags (empty)

In 08:00 AM
Out 04:00 PM
Out Reason Out

Workers to be processed

Worker	Employment Status	Worker Type	Business Title	Supervisory Organization	Time Code Group
Alaha Moore	Full time	Employee	Certified Medical Assistant (CMA)	OBGYN Clinical Support (Tiffany Woods (Inherited))	Hourly Employees
Amber McCarter	Full time	Employee	Certified Medical Assistant (CMA)	OBGYN Clinical Support (Tiffany Woods (Inherited))	Hourly Employees
Ashley Echeverria	Full time	Employee	Clinical Unit Secretary / Medical Assistant	OBGYN Clinical Support (Tiffany Woods (Inherited))	Hourly Employees
Athens Collins	Full time	Employee	Certified Medical Assistant (CMA)	OBGYN Clinical Support (Tiffany Woods (Inherited))	Hourly Employees
Cynthia Hansen	Full time	Employee	Registered Nurse (RN)	OBGYN Clinical Support (Tiffany Woods (Inherited))	Hourly Employees
Cynthia Robinson	Full time	Employee	Clinical Services Assistant / Medical Assistant	OBGYN Clinical Support (Tiffany Woods (Inherited))	Hourly Employees
Ebony Clark	Full time	Employee	Clinical Services Assistant	OBGYN Clinical Support (Tiffany Woods (Inherited))	Hourly Employees
Haley Brockwell	Full time	Employee	Certified Medical Assistant (CMA)	OBGYN Clinical Support (Tiffany Woods (Inherited))	Hourly Employees
JuAnn Vanderhagen	Full time	Employee	Certified Medical Assistant (CMA) - Lead	OBGYN Clinical Support (Tiffany Woods (Inherited))	Hourly Employees

Confirm time entry was submitted for the day and click the “Done” button. If you need to process another Mass Enter Time for a second date, you may repeat the process now.

Mass Enter Time - Submitted
Put Reported Time Blocks Request - Batch Number : 4 [Action](#)



Process Successfully Completed

> **Details and Process**

Done