

How to add or remove an employee from a group

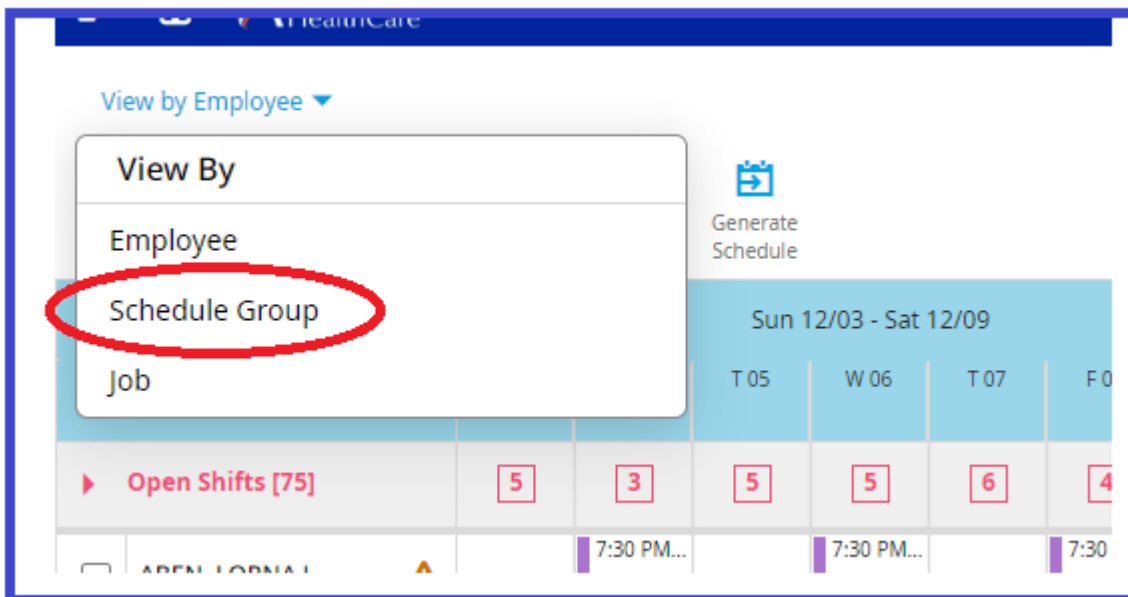
This job aid explains how you group your employees in the schedule.

About Grouping Employees

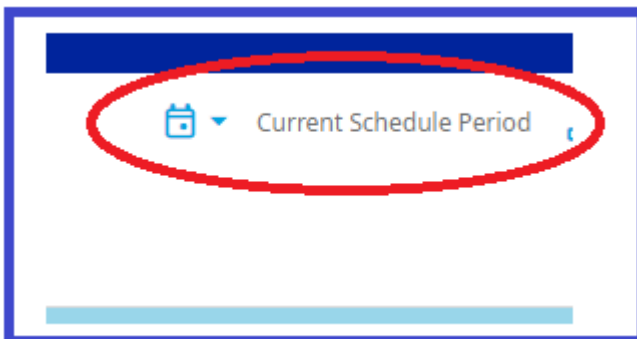
- For self-scheduling purposes, **NEVER** future date your group, always group as of current date.
- Employees can be placed in multiple groups.

Group your Employees:

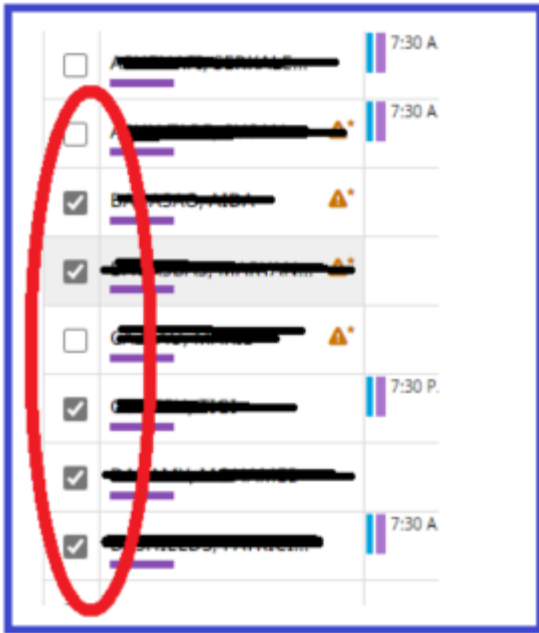
1. From the top left-hand corner in the schedule, change the view to **Schedule Group**



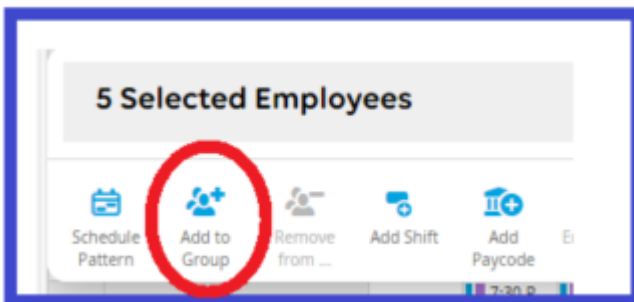
2. Confirm your date range selected is set to **Current Schedule Period**



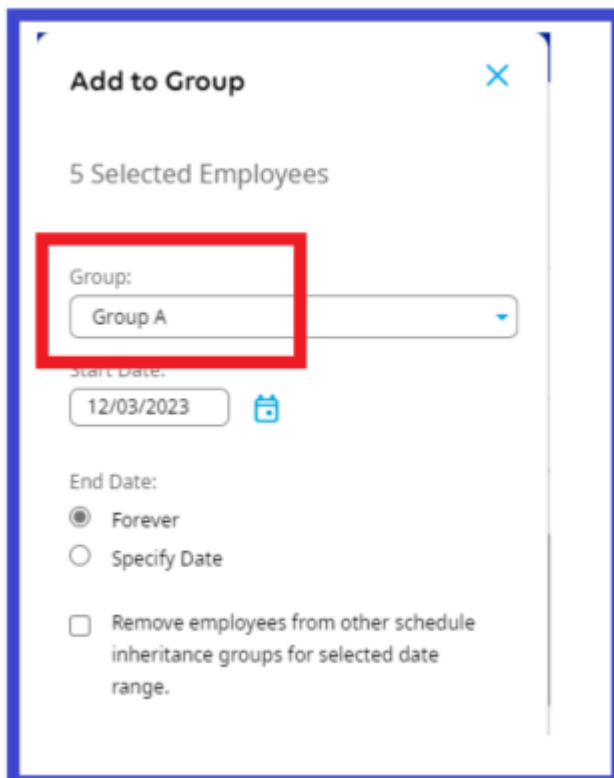
3. Select the employee(s) you wish to place in a group by checking the box to the left of the employee's name.



4. Right click on one of the employee's that you selected and select **Add to Group**



5. Use the drop-down menu and select the **Group**. Click **Apply**.



6. To remove employees from a group, follow the above steps but select **Remove from Group** listed in step 4.

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