

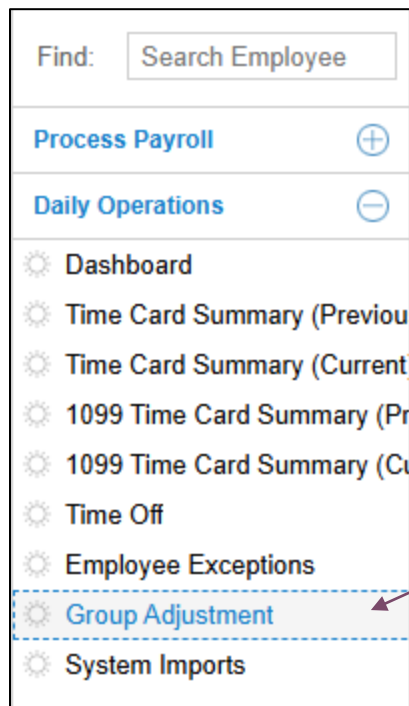


Crediting Hours to a Group of Employees

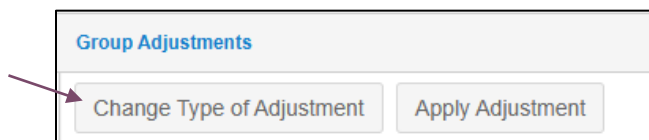
Hours can be added to a selected group of employee time cards using the Group Adjustment feature in Attendance on Demand.

To credit hours to a group of employee time cards:

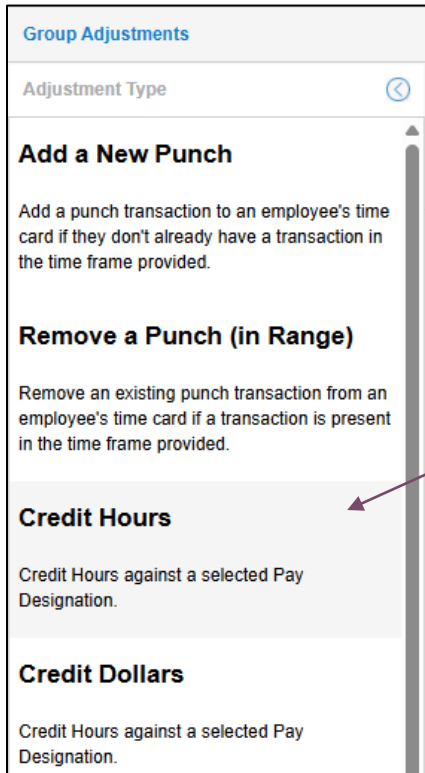
1. Click the Group Adjustment menu item in the Attendance on Demand menu.



2. Click the **Change Type of Adjustment** button in the Group Adjustments page.



- Click the Credit Hours tile in the Adjustment Type panel.



The Group Adjustments page displays the fields that can be used to specify the hours credited and employees who will receive the hours.

The screenshot shows the 'Group Adjustments' page with the 'Credit Hours' section active. The page title is 'Group Adjustments' and the sub-header is 'Credit Hours'. There are two buttons at the top: 'Change Type of Adjustment' and 'Apply Adjustment'. The main content area is titled 'Credit Hours' and shows 'Credit 8:00 Regular on 06/27/22'. Below this, there are several input fields: 'Effective On' (06/27/2022), 'Pay Designation' (Regular), 'Hours' (8:00), and 'Reason Code' (no reason given). To the right, there is a 'Filter Properties' section with a 'Base Filter' dropdown set to 'Active Employees'. Below the filter, there are 'Add New' and 'Remove All' buttons. At the bottom, there is a table with columns for 'Delete', 'Division', 'Departments', and 'Positions'. The table contains one row with 'All/Home' in each column.

Delete	Division	Departments	Positions
⊗	All/Home	All/Home	All/Home

4. Select the date you want the hours to be credited by clicking the calendar icon in the Effective On field.

The screenshot shows the 'Credit Hours' form with a calendar pop-up. The 'Effective On' field contains the date '09/08/2025'. The calendar is for 'September 2025' and the date '8' is selected. The 'Pay Designation' field is empty, the 'Hours' field is empty, and the 'Reason Code' field contains '[no reason given]'. A red arrow points from the text 'Click the calendar icon and click the year, month and day in the pop-up calendar' to the calendar icon in the 'Effective On' field.

Click the calendar icon and click the year, month and day in the pop-up calendar

5. Select a pay designation for the hours to be credited from the Pay Designation drop-down list.


The screenshot shows the 'Group Adjustments' form. The 'Effective On' field contains '09/08/2025', the 'Pay Designation' field is set to 'Regular', the 'Hours' field contains '4:00', and the 'Reason Code' field contains '[no reason given]'. A red arrow points from the text 'Select a pay designation for the hours to be credited from the Pay Designation drop-down list.' to the 'Regular' option in the 'Pay Designation' drop-down menu.


6. Enter the number of hours you want to the group of employees to receive in the Hours field.


Group Adjustments


Change Type of Adjustment Apply Adjustment

Credit Hours

Effective On: 09/08/2025 

Pay Designation: Regular 

Hours: 4:00 


Reason Code: [no reason given] 


7. Select a reason code to apply to the hours from the Reason Code drop-down list, if needed.

Group Adjustments



Change Type of Adjustment Apply Adjustment

Credit Hours

Effective On: 09/08/2025 

Pay Designation: Regular 

Hours: 4:00

Reason Code: [no reason given]  

- Select the group of employees who will receive the hours by clicking the Base Filter drop-down list and choosing an employee group.

Filter Properties

Base Filter: Employees without Schedules Today

Select employees to receive this adjustment by defining the filter above and workgroup assignments below.

Add New Remove All

Delete	Division	Departments	Positions	Fac
<input checked="" type="checkbox"/>	Michicare	Nursing	Office Staff	All

Update Cancel


- Select a specific workgroup definition, such as location, department and position, to further define your employee group by clicking the **Add New** button and selecting each workgroup level drop-down to make your selections. Click the **Update** button to save your selections.

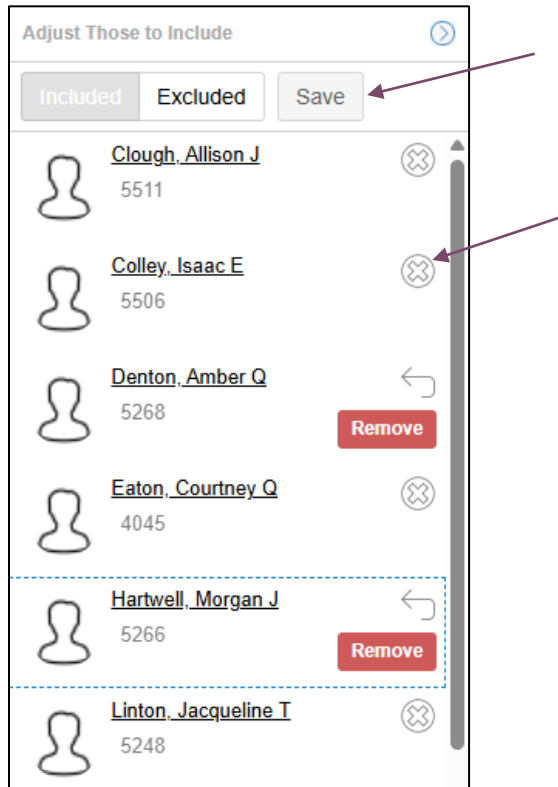
Multiple workgroups can be added by clicking the **Add New** button and selecting the location, department, position for each addition.

Add New Remove All

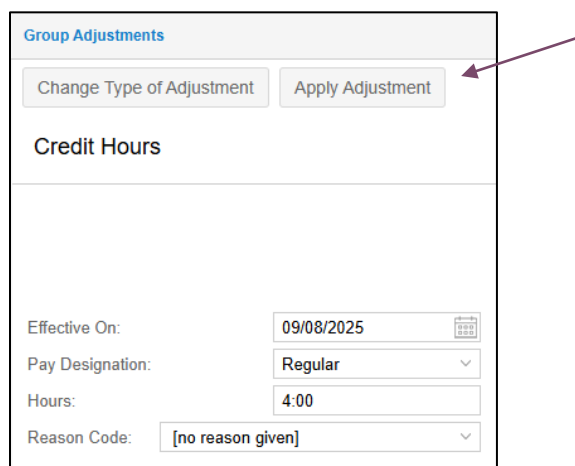
Division	Departments	Positions	Facility ↑
Michicare	Nursing	Certified Nursing Aide	Detroit Care
Michicare	Nursing	Staff	Detroit Care

Update Cancel

Individual employees can be removed from the workgroup you have specified by clicking  displayed next to the employee's name in the Adjust Those to Include panel that expands on the right side of page. Click the **Save** button to complete your selection.



10. Click the **Apply Adjustment** button after you have finished defining the hours to be applied and the employees who will receive the hours.



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