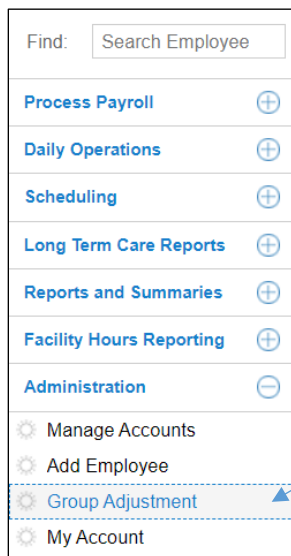# MSS: Group Adjustments

The group adjustment tool in Manager Self Service (MSS) lets you apply a change to time cards, schedules and benefits for a group of employees without having to access the record for each employee. The type of change can be selected and defined, as well as the group of employees who will receive the change. Once the group adjustments has been applied, it can only be removed by accessing the individual employee time cards.

Accessing the Group Adjustment Tool

To open the group adjustment tool, click the Group Adjustment menu item.

The menu group and menu items can be customized for each system. The names of the menu groups and menu items in your system may not match those in the following examples, which display the system default names. If you are not able to locate a group menu item, contact your support for assistance.

The Group Adjustment window can also be accessed from some the of the news items in the Dashboard. Click the down-arrow button for the news item and select Use This List in Group Adjustment.
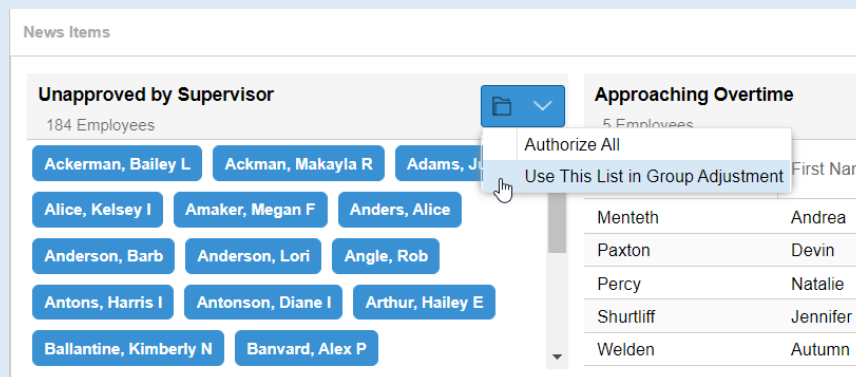
Note: Regardless of which News Item is selected, the initial group adjustments window will default to "Add a New Punch". Be sure to select the intended group adjustment type before clicking Apply Adjustment.

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

The types of group adjustments that you can make are listed in the Adjustment Type panel.

Adjustment Type panel

Using the Group Adjustment Tool

Select the adjustment type from the panel. For each adjustment type there are three general areas that are defined:

- the details of the adjustment (time, date, rules and reasons)
- filters for refining the workgroup
- selection of individual employees to receive the adjustment.

Adjustment details   Workgroup filter   Select employees

Adjustment Details

The adjustment details include the date a time card or schedule change will take place. The time of an added punch or start/end of an added schedule is entered. An explanation for the adjustment can be added to the employee record by selecting a reason code from the drop-down list. Some adjustments have additional rules that can be applied, such as creating a timeframe during which a new punch cannot be added if a punch already exists.

Add Work Schedule

Date:	03/18/2021
Start Time:	19:53
End Time:	17:00
Reason Code:	Supervisor Call Back

- [no reason given]
- TDY - Excused
- TDY - Unexcused
- LFE - Excused
- LFE - Unexcused
- ABS - Excused
- ABS - Unexcused
- ABS - Consecutive Days
- ABS - No Call No Show
- Pnd FMLA
- Supervisor Call Back

Add a New Punch

Add
betw

Date:	03/18/2021
Time:	8:00
Reason Code:	[no reason given]
Skip if Punch Exists Within:	☑
Between Date:	03/18/2021 Time: 19:53
And Date:	03/18/2021 Time: 17:00

Workgroup Filter

The group of employees who will receive an adjustment can be filtered on two levels. First the workgroup can be selected using the workgroup level drop-down lists. The selected workgroup can be refined by adding the base filter, which lets you select a specific group of employees within the workgroup, such as employees currently working or employees absent today.

Filter Properties

Base Filter: Active Employees

- Active Employees
- Terminated Employees
- All Employees
- Employees Currently Working
- Employees Absent Today
- Employees Absent Yesterday
- Employees Missing Punches Today
- Employees Missing Punches Yesterday
- Employees Scheduled to be Absent Today
- Employees without Schedules Today
- Approaching Overtime
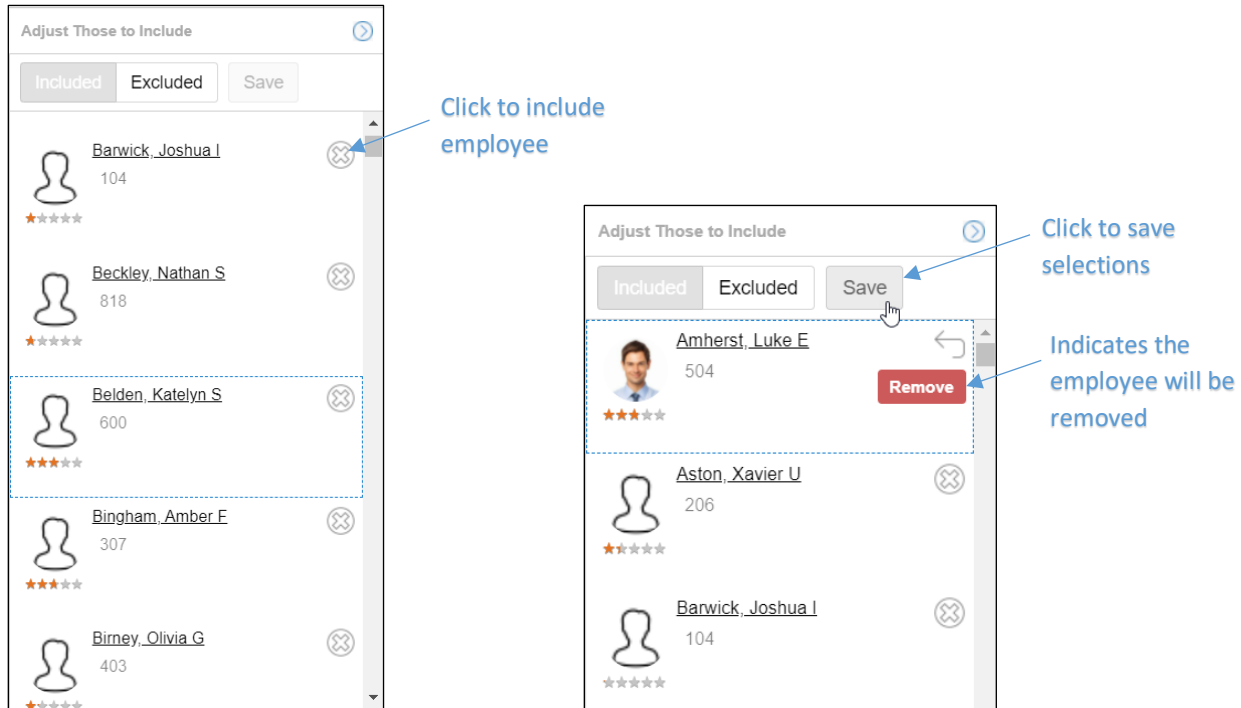- Employees With Hours
- My Crew

Filter Properties

Base Filter: Active Employees

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

Add New   Remove All

Delete	Location	Unit	Floor	Pos
⊗	All/Home	Skilled Nursing	2FL	All

Update   Cancel

- All/Home
- 1FL
- 2FL
- 3FL
- 4FL

Selecting Individual Employees

The Adjust Those to Include panel lists the employees in the group you have defined using the base and workgroup filters. You can further filter the group by selecting individual employees to exclude. To remove an employee from the list, click the ⊗ icon. The employee tile will be tagged with a Remove banner. Click the **Save** button to remove the employee.
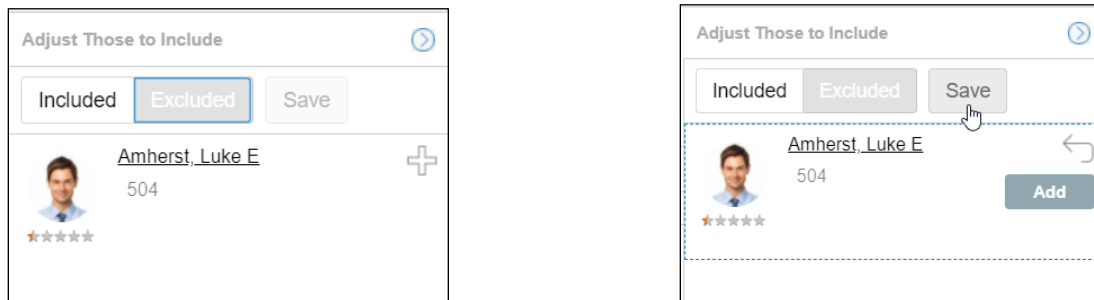

Click the **Excluded** button to view the employees who have been removed from the group. Click the ✚ icon to add the employee back to the group. The employee tile will be tagged with an Add banner. Click the **Save** button to add the employee.

Add/Remove a Punch

These adjustments let you add a new punch and remove a punch from multiple employee time cards for a specific date or date range and time. Add a reason code to explain the adjustment if an appropriate one is available in your system. If one or more employee time cards in your group already have a punch for the date and time selected, you can prevent the Add a New Punch group adjustment from adding a punch to those time cards by selecting a specific date/time range around the punch and enabling the Skip if Punch Exists Within option. The group punch will not be added to time cards in the date and time range selected.

Credit Hours/Dollars

The credit hours and dollars feature lets you specify the number of hours or dollar amount you want to credit to the time cards for your selected group of employees. Select the date you want to apply the credit and a pay designation, such as overtime, regular or tips, to assign to the amount of hours or dollars. Add a reason code to explain the adjustment if an appropriate one is available in your system.

Authorize Period Time Card

To authorize time cards for a group of employees select the pay period and enable the Lock Time Card checkbox to lock time cards after approval.

Note: Be careful when using the Authorize Period Time Card adjustment as time cards may have issues that require individual review and attention.

Group Adjustments

Change Type of Adjustment   Apply Adjustment

Authorize Period Time Card

Pay Period: Previous Period   ⌄
Lock Time Card: ☑

Add/Remove Work Schedule

Add a work schedule by selecting the date and entering the start and end times. In the Remove Work Schedule adjustment, select the date of the schedule you are removing. Add a reason code to explain the adjustment if an appropriate one is available in your system.

Group Adjustments

Change Type of Adjustment   Apply Adjustment

Add Work Schedule

Date: 03/18/2021   📅
Start Time: 19:53
End Time: 17:00
Reason Code: Supervisor Call Back   ⌄

Group Adjustments

Change Type of Adjustment   Apply Adjustment

Remove Work Schedule

Effective On: 03/18/2021   📅
Reason Code: Supervisor Call Back   ⌄

Workgroup Transfer

To transfer a group of employees to a new workgroup, select the date and time the transfer will take place. Select the workgroup levels of the workgroup the employees are transferring to using the drop-down lists. Add a reason code to explain the adjustment if an appropriate one is available in your system.

Set/Credit/Debit PTO (Benefit Bank) Balance

Credit or Debit a group of employees' benefit balances by selecting the benefit bank (PTO, Vacation, Sick, FMLA, etc.), the number of hours you want to credit/debit the balance and the date on which you want the change to occur. Setting a PTO (Benefit Bank) balance will reset an existing benefit balance in the employees' time cards to the amount you enter in the *Hours* field on the date selected. Add a reason code to explain the adjustment if an appropriate one is available in your system.

Set PTO (Benefit Bank) Balance

Benefit Bank:	Personal ⌄
Effective On:	11/24/2017 📅
Hours:	16:00
Reason Code:	[no reason given] ⌄

Special Edit

Special edit lets you adjust an employee's pay to

- A scheduled start or end time without changing worked punches. Paying to Schedule or Actual Time should only be used when you are not paying what the employee actually punched.

- An actual start or end time when an employee has performed work before or after their punch time. Punches for worked time are not changed.

Note: Use these edits with caution when they result in paying less than recorded hours as they may be a violation of employment law.

Select the time and date for applying the pay. Add a reason code to explain the adjustment if an appropriate one is available in your system.

Change Type of Adjustment	Apply Adjustment

Special Edit

Effective On Date:	11/20/2018 📅
Time:	8:00
Special Edit:	Pay to Schedule Start ⌄
Reason Code:	[no reason giv

Pay to Schedule Start
Pay to Schedule End
Pay to Actual Start
Pay to Actual End

Send a Message

Send a message to selected employees by typing email content in the *Message* field. Add a subject and select a priority (normal/medium/high) tag for the email. Enable the message to be sent as an email, mobile app push message or text message.