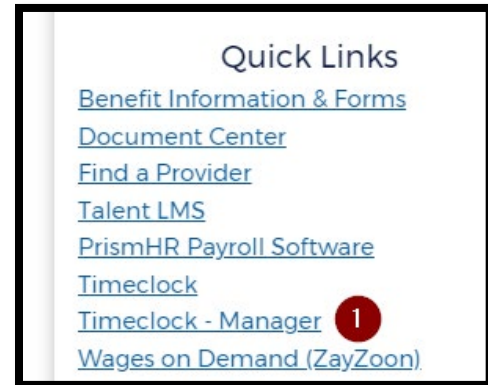


Work with Selected Employees is found in Employee Setup and allows changes to employee setup fields in a bulk manner. This feature is commonly used when applying the Auto Lunch feature, adding a new Supervisor, or updating Departments and Locations.

Login to Helpside Tools at tools.helpside.com

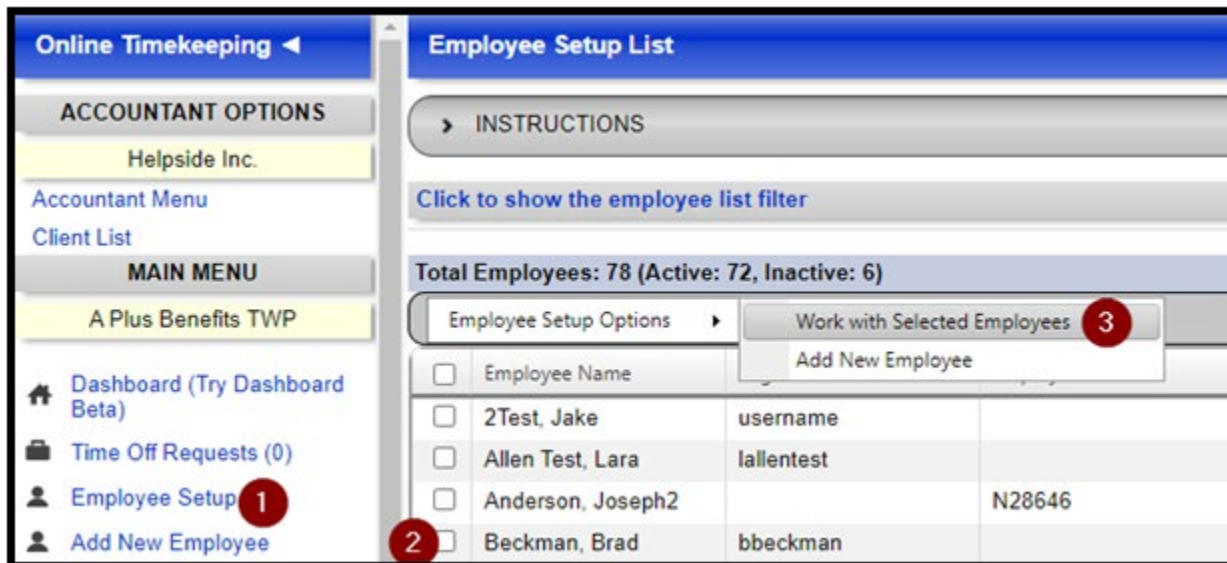
Under **Quick Links**, click on **Timeclock - Manager**



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.



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**.

The screenshot shows the 'Multiple Employee Editor' interface. At the top, it states 'This screen is used to edit fields that are common to each employee.' Below this, it indicates 'You have selected 2 employees to edit: Beckman, Brad' and 'Anderson, Joseph2'. A red circle with the number '4' is placed over the employee names. The main area contains a list of fields with checkboxes and input fields. The 'Department' and 'Location' fields are checked, and a red circle with the number '5' is placed over the 'Department' dropdown menu. At the bottom, there are two buttons: 'Return to list of employees' and 'Save'. A red circle with the number '6' is placed over the 'Save' button.

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

