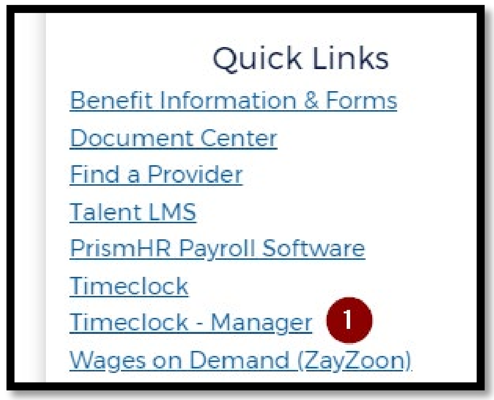
Work with Selected Employees is found in Employee Setup and allows changes to employee setup fields in a bulk manner. This feature is commonly used when applying the Auto Lunch feature, adding a new Supervisor, or updating Departments and Locations.

Login to Helpside Tools at tools.helpside.com

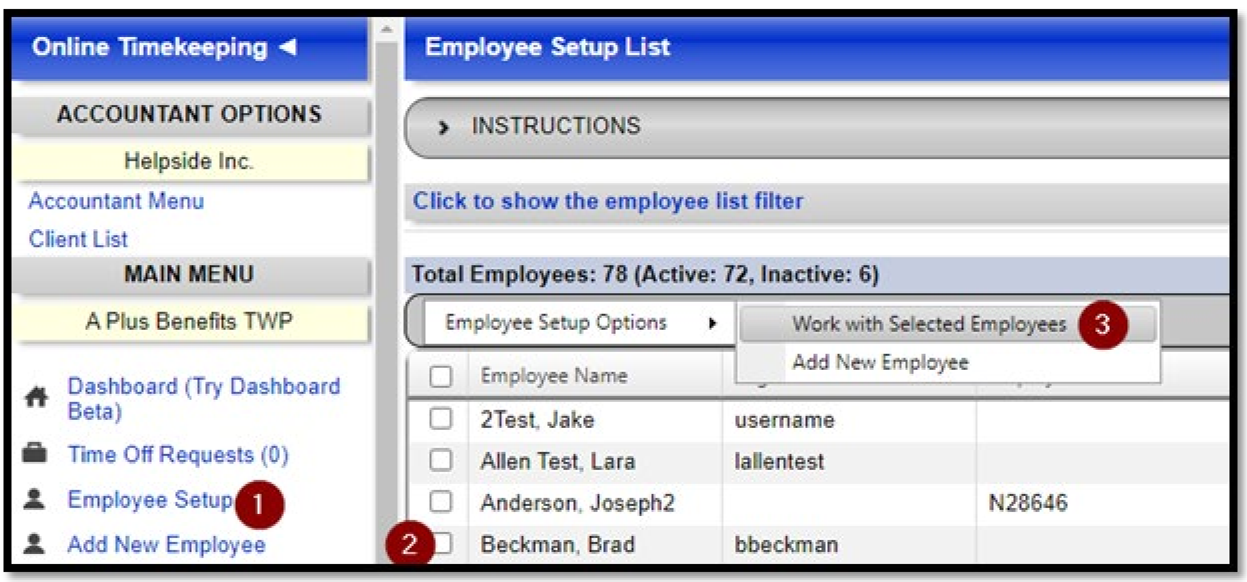
Under **Quick Links**, click on **Timeclock - Manager**



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.

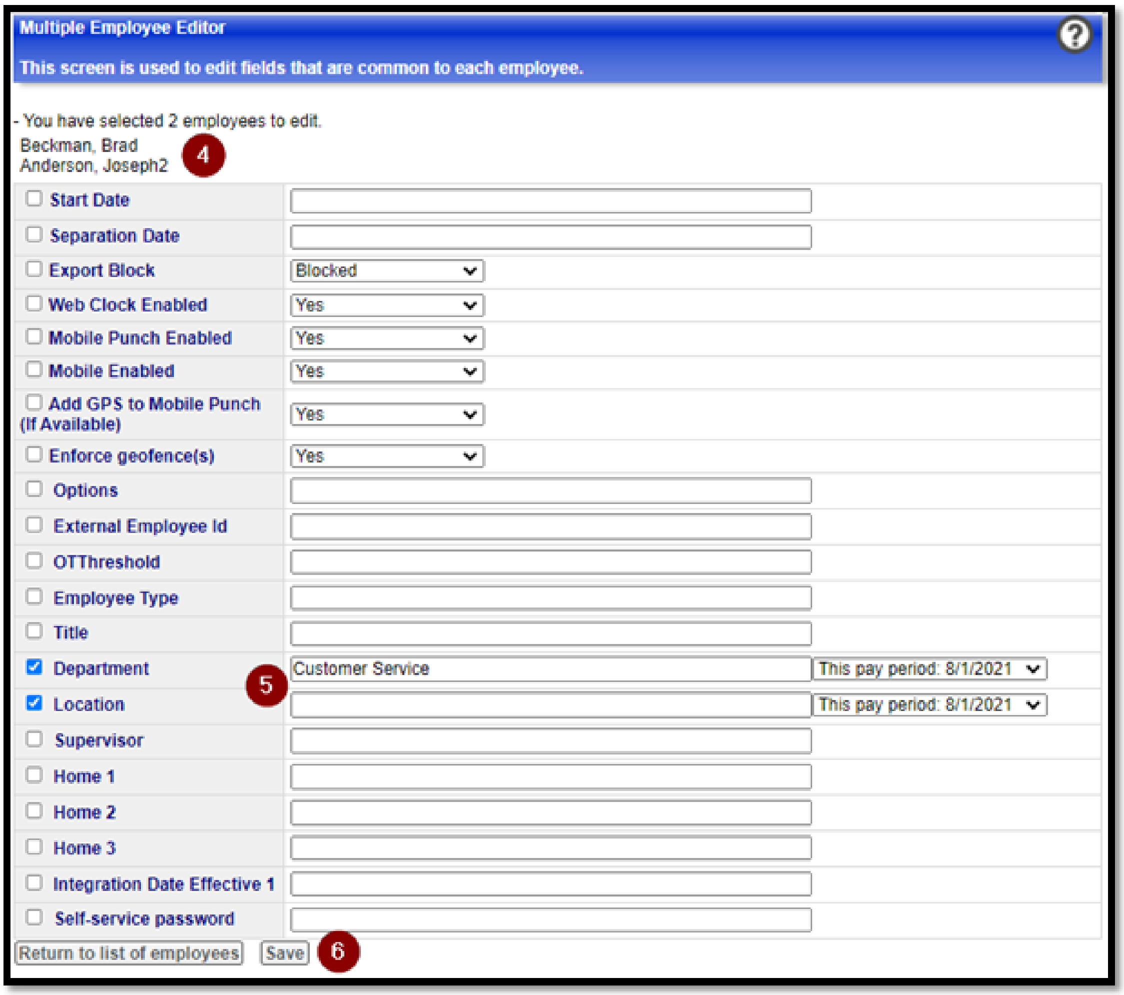


Step 4: Look at the top of the page to confirm the employees you have selected.

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.**



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