

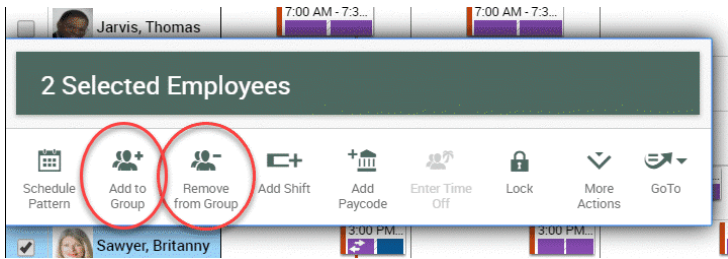
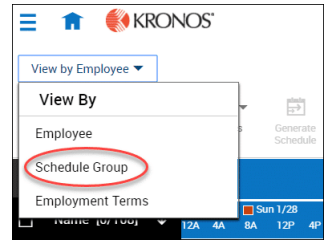


# Add employee to group or remove employee from group

Schedule groups organize employees who share characteristics such as schedules into groups that make their schedules easier to manage or view. When you assign a schedule group, you may be assigning schedules to all members of the group.

Employees can be in more than one group, but you can only add employees to one group at a time. To add employees to a schedule group:

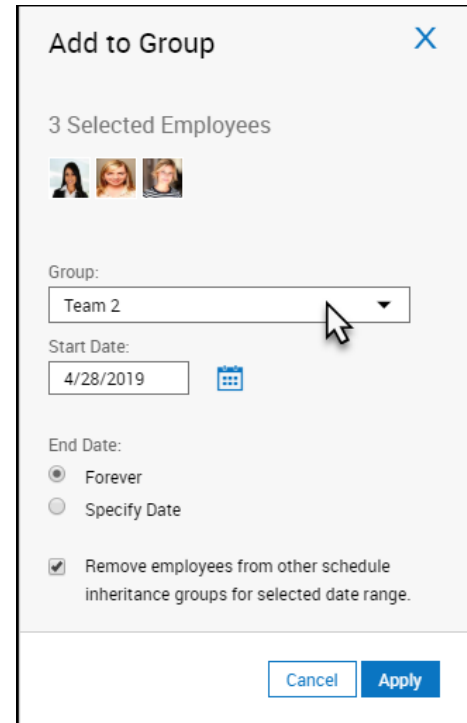
1. In the schedule, click **View by > Schedule Group**. The available groups are listed in the first column as well as the ungrouped employees.
2. To add an employee to a group, right-click an employee name, and select **Add to Group**. **Note:** To add multiple employees, click the check box next to each name you want to add, then right-click one of them. You can also control-click or shift-click the employees, then right-click one of the employees.



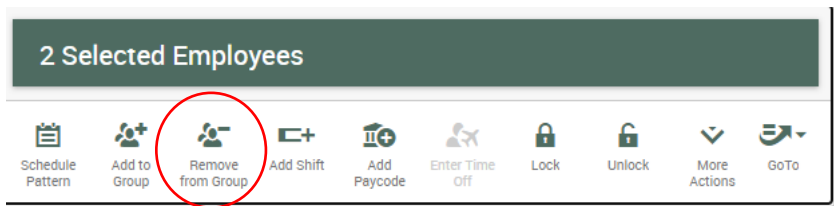
3. In the **Add to Group** panel, do the following:
  - a. Select a group from the **Group** drop-down box.
  - b. Specify a **Start Date** and an **End Date**.

**Note:** The option to check the box to **Remove employees from other schedule inheritance groups for selected date range** is not currently functional. You have to complete this step separately to remove employees from a group (see below)

- c. Click **Apply**.



To **remove** someone from a group, follow the same steps as above, but click **Remove from Group** instead of Add to Group:




1. In the **Remove from Group** panel, do the following:
  - a. Select a group from the **Group** drop-down box.
  - b. Specify a **Start Date** and an **End Date**.
  - c. Click **Apply**.

Remove from Group ✕

2 Selected Employees

Group:  
Per Diem

Start Date:  
2/03/2021 

End Date:  
 Forever  
 Specify Date