



## Manage schedule groups

There are two types of schedule groups: groups with inheritance and groups without inheritance. This job aid describes the two types and editing groups with inheritance.

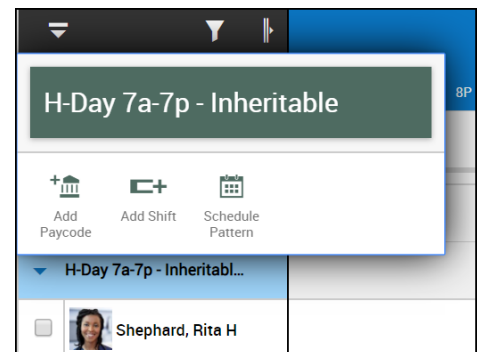
### Schedule group overview

- **Groups with no inheritance** simply make it easier to view a certain set of employees separately from other employees. The only impact is in the sequence of the list of employees and the ability to collapse the list.
- **Groups with inheritance** make it easier to create and modify employee schedules in unison. When you apply a pattern, a shift, a paycode, or an availability status to a group with inheritance, that entity appears in the schedule of all the employees in the group. That entity can be modified or removed from the schedule of all employees with a single command. Individual shifts, paycodes, and availability can also be defined for specific employees at specific times. These entities are not inherited and must be managed at the employee level.
- If you modify the schedule of individual employees in a group, the modified entity is un-linked from the group and will no longer be affected by any modification of the original group-based entity.

Open a schedule and select **View By > Schedule Group**. The available schedule groups are listed in the first column as well as the ungrouped employees. From here, you can do the following:

### Apply a shift or a paycode for all employee schedules in a schedule group

- Right-click a specific date cell in the group row. The group row glance appears.
- Select the desired entity on the glance.
- Specify the entity details the same way you would for an individual employee



### Delete or edit a shift or a paycode applied to a schedule group

Right-click the entity in the group row. The group entity glance appears.

- To delete, select **Delete**.
- To edit, select **Edit**. The **Edit Shift** or **Edit Paycode** panel appears. Edit the group entity the same way you would for a single employee.

## Create a schedule pattern for all employee schedules in a schedule group

1. Right-click the group name (not the group row). The group glance appears.
2. Click **Schedule Pattern**.
3. Specify the schedule pattern details the same way you would for an individual employee.

## Delete or edit a schedule pattern applied to a schedule group

1. Right-click the group name (not the group row). The group glance appears.
2. Click **Schedule Pattern**.
  - To delete the group schedule pattern, click down arrow to open the menu then select **Delete**. If part of the pattern has already been worked, you can only delete the part not yet worked. Do this by editing the pattern to define an End date in the future, or by accepting the prompt in the warning message that appears.
  - To edit the group schedule pattern, click down arrow to open the menu, then select **Edit**. Edit the group schedule pattern the same way you would for a single employee.