




Job Aid

Remove employee from schedule group

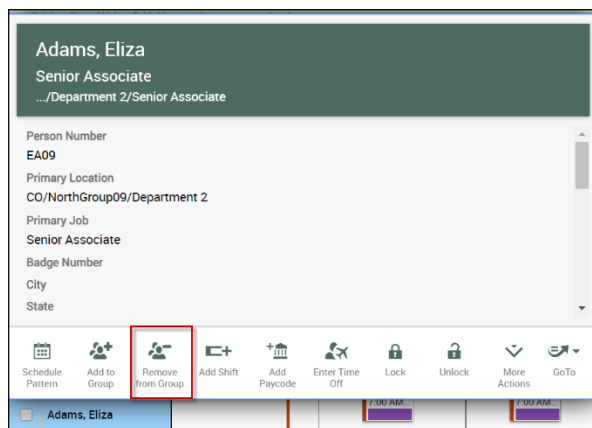
An employee can be in more than one group, but you can only remove employees from one group at a time.

To remove an employee from 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 remove an employee from a group, right-click an employee name, and select **Remove from Group** .

To remove 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 them.

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



Remove from Group
✕

Adams, Eliza
Senior Associate
.../Senior Associate i

Group:

▼

Start Date:

📅

End Date:

Forever
 Specify Date

Cancel
Apply