The purpose of this job aid is to explain how to review employee hours using the Group Hours screen. Group hours allows you to view hours for all your employees in one location. This makes the review process easier as you can review hours on a mass scale, filter for specific employee groups, and filter for specific exceptions.

1. Click on Hours, then Group Hours.
2. Set the date range you want to review hours for and click Update.

3. You can use the Sort by option to change the order in which employees are displayed in Group Hours. After selecting a Sort By Option and Direction, click the Filter button to update the results table.

4. Group Hours has many useful filters that can be used to display specific subsets of information when viewing hours. Please note that the text on the filter button will be bolded once the filter has been applied.

   **Note:** *The Cost Code Filter is not used at UTA.*

   a. The Employee Filter allows you to filter hours for only specific employees.
   b. The Position Filter allows you to filter to see segments for specific positions.
   c. The Exception Filter allows you to filter to see segments with only specific exceptions. For example, if you are required to approve all missed punches before processing payroll, you can filter all the segments worked that week to see just those segments that have unapproved missed punches.

There are three categories of exceptions you can review:
i. Approvals – shift segments missing employee or manager approval.

ii. Shift – segments that share time with another segment (e.g., clocking in while already clocked in)

iii. Schedule – shift segments that conflict with the employee’s schedule (e.g., clocking in early or late)

**Note:** As you address exceptions that are included in the exception filter, those segments will no longer be shown. This is a useful way to know that all segments with the selected exceptions have been addressed. It is recommended to click on the Exception Filter again and select new exceptions to filter by or click the Restore Default option to reset the filter and display all hours again.

5. The hours per employee will display in the table below, organized by employee according to the sort and filters applied.

**Additional Display Options**

There are other display options that can be changed by clicking the Options button in Individual or Group Hours. These options will persist throughout the software once selected.

Additional options that can be adjusted include:

- Time, Date and Hour display formats
- Default Period for viewing hours
- Displaying the Manager name next to the Employee name
- Displaying the day of the week for each time in/out
- Displaying the user ID that granted approval for each segment
- Setting default clock in and clock out times (used when adding hours manually)
- Changing the highlight colors for the segment based on:
  - Missed punches
  - Absent segments
  - Row shading
  - Conflicting segments