EmployeeConnect

Work. Flow. Smarter.
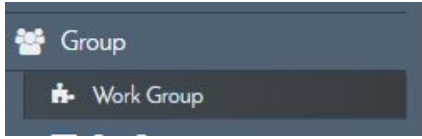
How to: Set up a Work Group

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Work Group

To access the Work Group Report:

- Click HR > Organisation
- Click Group on the side menu
- Click Work Group

The Work Group report allows you to view, modify, and create new work groups in the system. The purpose of this functionality is to determine what days employees work, and how many hours they work on those days. This ensures the system is accurate and automates employee working patterns when applying for leave or submitting timesheets.

- Click the icon to create a new Work Group

- Click the icon to edit an existing Work Group

- Click the icon under the 'Week Pattern' column to define the working week for that Work Group

Note: It is recommended to group employees that work the same days/hours under a single work group - a good example being full-time employees. Dissimilarly, it is recommended that employees that work different days/hours combinations have their own unique work group - such as part-time employees.

Work Group

Work Group ID	Casual
Work Group Name	Casual
Holiday Type	▼

Week ONE pattern	Week TWO pattern

Day 1	○ Work Day	● Not worked
Hours 1		
Start Time 1		
End Time 1		
Day 2	○ Work Day	● Not worked
Hours 2		
Start Time 2		
End Time 2		
Day 3	○ Work Day	● Not worked
Hours 3		
Start Time 3		
End Time 3		
Day 4	○ Work Day	● Not worked
Hours 4		
Start Time 4		
End Time 4		

- Define work/non-work days by using the radio buttons.
- 'Start Time' and 'End Time' are only required to be defined if using timesheets.
- If the work group is for a fortnightly working pattern, ensure to complete both the 'Week ONE Pattern' and 'Week TWO Pattern' tabs.