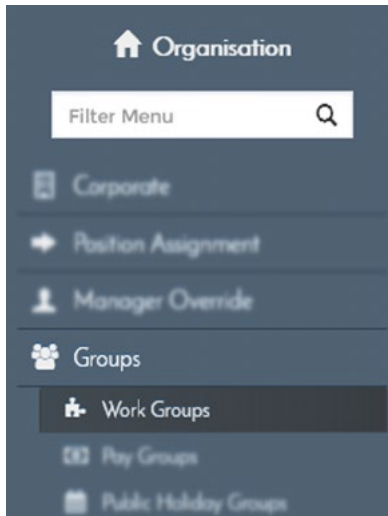




HOW TO: CREATE WORK GROUPS



WORK GROUPS






Work Group

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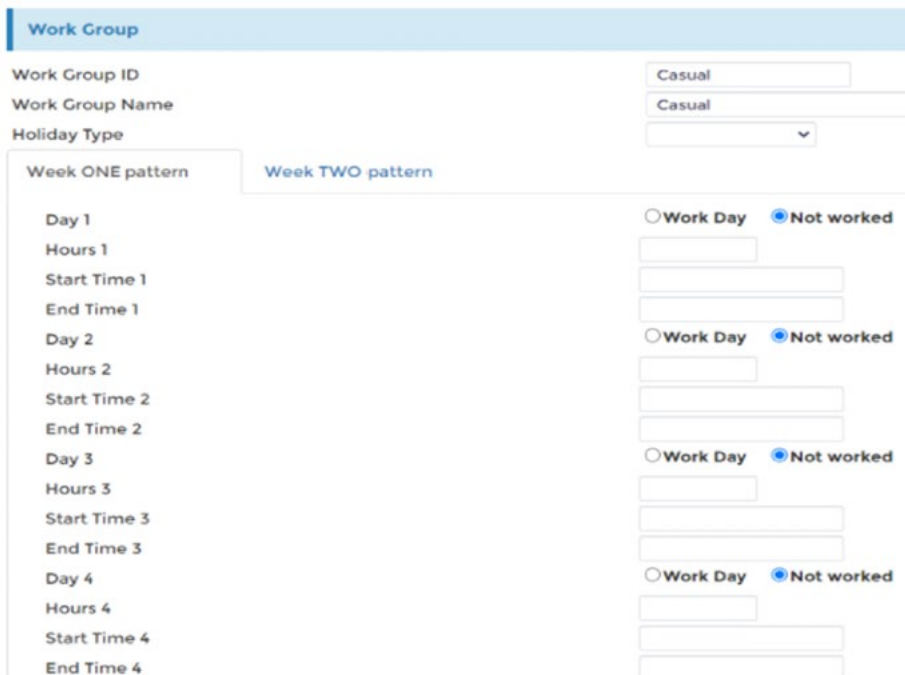
	Work Group ID	Work Group Name	Work Group Seed Date	Work Group Seed Day	Work Group Length	Week Pattern
→	Casual	Casual	01/07/2018	Sunday	14	→
→	FT_9day_FTN_1st_Fri_off	FT_9day_FTN_1st_Fri_off	12/08/2018	Sunday	14	→
→	Full Time	Full Time	28/04/2019	Sunday	7	→

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.

How to Set Up a New Work Group

- Click 'Work Groups' link
- 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
- 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

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.



The screenshot shows the 'Work Group' configuration page. At the top, there is a header 'Work Group'. Below it, there are three input fields: 'Work Group ID' with the value 'Casual', 'Work Group Name' with the value 'Casual', and 'Holiday Type' with a dropdown arrow. Below these fields, there are two tabs: 'Week ONE pattern' and 'Week TWO pattern'. The 'Week ONE pattern' tab is active. Under this tab, there are four days listed: Day 1, Day 2, Day 3, and Day 4. For each day, there are three input fields: 'Hours', 'Start Time', and 'End Time'. To the right of each day's input fields, there are two radio buttons: 'Work Day' and 'Not worked'. The 'Not worked' radio button is selected for all four days.