How do I . . . manually populate a timecard with a schedule?

SCENARIO

I key time for multiple employees. I want to populate the timecards with the employee's schedules to save time in keying.
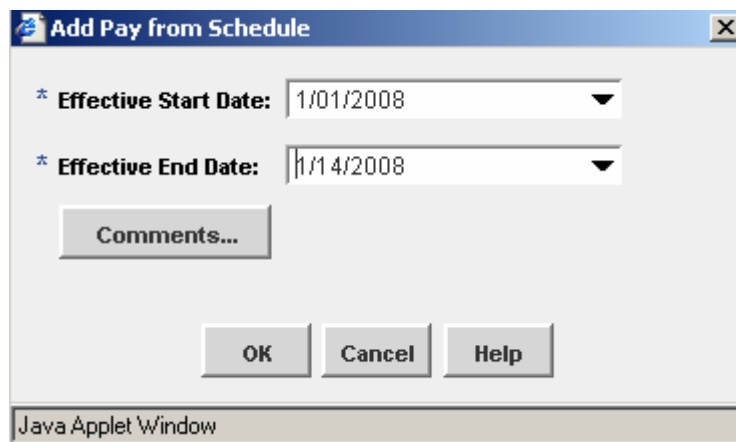
BACKGROUND

When you populate a timecard from a schedule it is important to review the schedule for accuracy. Pay close attention to days off and lunch hours. If you prefer, you may cost code in the schedule. After populating with the scheduling you may make any necessary edits directly in the timecard.

ACTION

1. If your *access profile* allows it, perform the following steps. If you require access, **contact** TimeSaver@sonoma-county.org.

2. From any *Genie*, **select** the employee (highlight). To select <u>more than one employee</u>, hold down the **Ctrl or Shift** key and **select** multiple employee **names**.

3. From the *Schedule menu bar*, select *Pay from Schedule* > **Add** to display the *Add Pay from Schedule* dialog box.

4. **Complete** the information in the *Add Pay from Schedule* dialog box.

5. **Click OK.**