QUICK REFERENCE GUIDE: ADDING EMPLOYEES TO A SCHEDULE GROUP

A schedule group is an organization method to view a set of employees **that share an identical schedule** pattern. Schedule grouping is a critical piece of information included in the payroll interface between MyCOH Time and SAP.

<mark>*Employees must be assigned to the correct schedule group to avoid payroll rejections.*</mark>

1. Open the Schedule Planner glance from the home screen by selecting the Main Menu icon > Schedule > Schedule Planner with Absence Calendar.
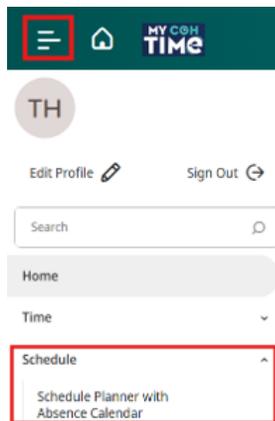
2. Using the Timeframe Selector and the Locations and Hyperfind glance, choose the needed timeframe and list of employees from the drop-down menu.

3. Select Schedule Group from the View By drop-down menu on the upper left-hand corner of the screen.
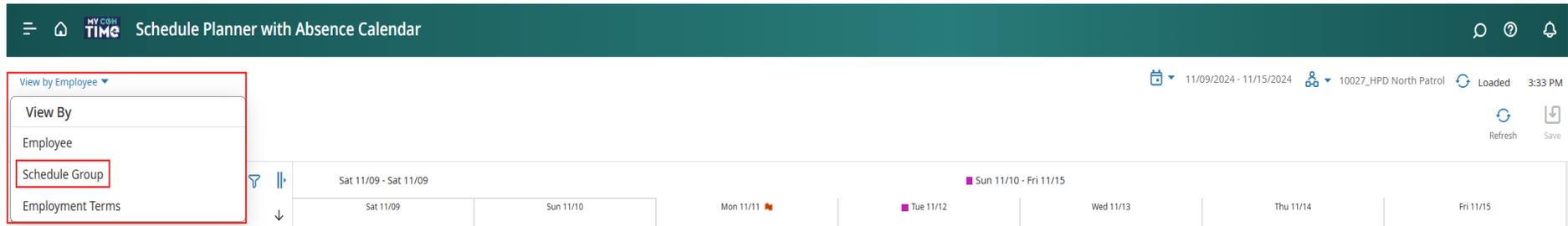
- The list of employees will be reorganized based on their assigned schedule group.
- Ungrouped employees will be listed first.
- Expand groups by selecting the blue arrow to the left of the group name.
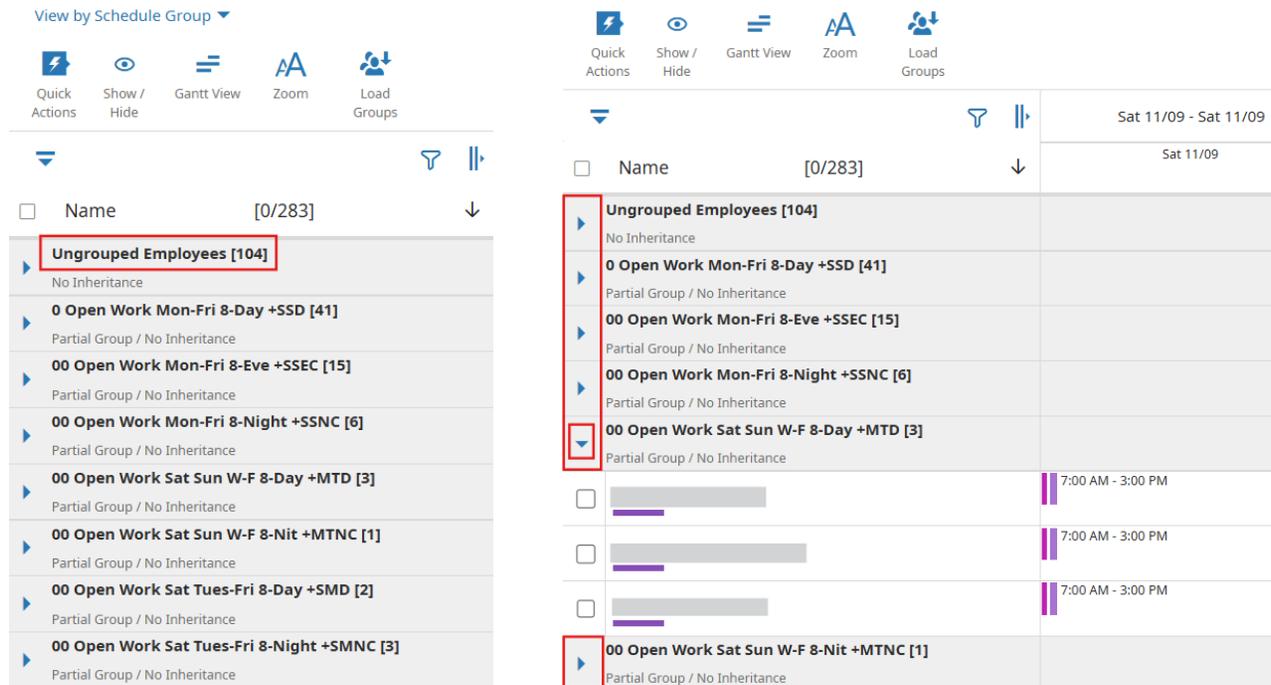
4. Check the box to the left of the employee's name. The number of selected employees will be displayed in the upper left-hand corner of the screen.

    - To add multiple employees to the same schedule group, check the box to the left of each employee's name. The number of selected employees will be displayed in the upper left-hand corner of the screen.
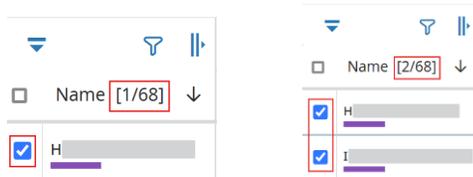
5. Right click on the employee's name and select Add to Group.

    - When one employee is selected, the details for the selected employee will be displayed.
    - When multiple employees are selected, the display window will show the total number of employees who will be added to the same schedule group.
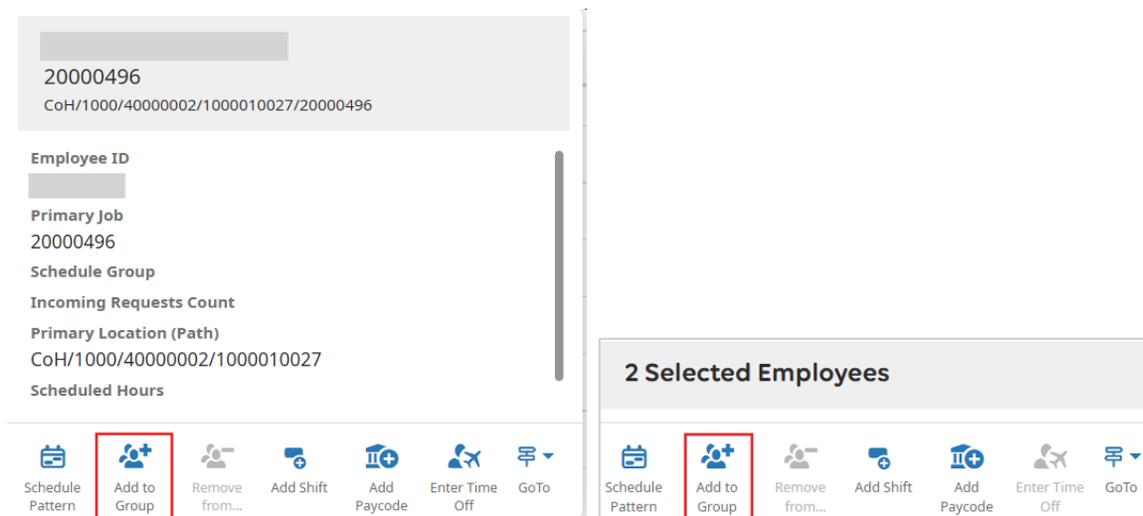
6. Select the required group from the drop-down menu and set the parameters as needed. Use the search box to narrow the list of available schedule groups. Select Apply.

Add to Group ✕

2 Selected Employees

Group:
00 Common Work M-Th 10-Day +FSSD ▼

Start Date:
☐ 📅

End Date:
● Forever
○ Specify Date

☑ Remove employees from other schedule inheritance groups for selected date range.

Group:
00 Common Work M-Th 10-Day +FSSD ▼

8-eve +s

00 Open Work Mon-Fri 8-Eve +SSE

00 Open Work Mon-Fri 8-Eve +SSEC

... Sat Sun 8-D Wed-Fri 8-Eve +SSD,W-FE

00 Open Work Sat Tues-Fri 8-Eve +SME

00 Open Work Sat Tues-Fri 8-Eve +SMEC

Add to Group ✕

20000495
.../1000010011/20000495 ⓘ

Group:
00 Open Work Sat Tues-Fri 8-Eve +SME ▼

Start Date:
1/04/2025 📅

End Date:
● Forever
○ Specify Date

☑ Remove employees from other schedule inheritance groups for selected date range.

Cancel   **Apply**

- **Default parameters:**
  - **Start Date:** Beginning of the pay period
  - **End Date:** Forever
  - **Remove employees from other schedule inheritance groups for selected date range:** Checked