



Global Modification Essentials

GLOBAL MODIFICATION ☆

Select operation

Employee Settings

- General
- Job Code
- Custom Fields
- Hour
- Management
- Overtime
- Payroll
- Contracts

The **Global Modification** feature allows you to make mass changes to multiple employee and role information at once. You can choose which employees are included in the modification, and what information is being changed.

For example, if you've created a new leave code that you want to assign to your employees en masse, you can use Global Modification to select all or some of your employees, the code to assign, and assign them to all selected employees in one operation.

1. Browse to **Employee > Global Modification**.
2. Select the employees to be included on the modification using either a **Filter** or by checking them from the list provided, then click **Next**.
3. Select an **Employee Settings** category, followed by a **Section**, and an **Operation** if relevant.
4. Make the changes desired, pressing **Next** with each change until you reach the **Summary** screen.
5. Review the summary and when ready to commit to the change, press **Process**.

**For assistance please call Customer Support at: (325) 223-9300
M-F, 9AM to 5PM CST, Excluding Holidays**

Global Modification Essentials

© **Data Management, Inc. All Rights Reserved.** This document is confidential and shall not be duplicated, published or disclosed, in whole or in part, without prior written permission of Data Management, Inc. This documentation is subject to change without notice.