

Global Modification Essentials

GLOBAL MODIFICATION ☆

Select Operation

Employee Settings

Information

Jobs

Overtime

Hours

Leave

Payroll

Access

Personnel

Custom Fields

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. Choose between Employees or Roles.
3. Select the employees or roles to be included on the modification by checking them in the list or, for the employees, using the **Filter**, then click **Next**.
4. Select an **Employee Settings** category, followed by a **Section**, and an **Operation** if relevant.
5. Make the changes desired, pressing **Next** with each change until you reach the **Summary** screen.
6. Review the summary and when ready to commit to the change, press **Process**.

**For assistance please call Customer Support at: (325) 223-9300
Or visit us at: Support.TimeClockPlus.com**

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