

Mass Edit Time Entries

When the same change or addition needs to be made to multiple employees' timesheets, use the Mass Edit Time Entries functionality to quickly apply the change.

Navigation: Menu > Admin > Mass Edit > Mass Edit Time Entries - Add

1. From the **Add Time Entries** page, select the employee(s) requiring the added time entries.
2. Select **Mass Add Time Entries**.
 1. The **Mass Add Time Entries** page appears.
3. At the **New Time Entry Information** widget, complete the applicable fields for the new time entries, such as date, time, and cost center.
4. Select **Add Time Entries**.
 1. The Question window appears.
5. Select **Yes**.

Edit Multiple Time Entries

When the same changes need to be applied to multiple time entries, use the Mass Edit Time Entries - Edit functionality for efficiency.

Navigation: Menu > Admin > Mass Edit > Mass Edit Time Entries - Edit

1. From the **Edit Time Entries** page, select the time entries to edit. Use date and other filters to narrow your results.
2. Select **Mass Edit Time Entries**.
 1. The **Mass Edit Time Entries** page appears.
3. At the **Change Properties** and **Change Time** widgets, complete the fields that should be applied to the selected entries.

Note: Complete only the fields where the value is changing.

4. Select **Apply Change**.
 1. The **Warning** window appears.
5. Select **Yes**.