

Quick Add Time Card Entries

The Quick Add Time Card Entries page allows you to add the same type of entry to multiple employee time cards at once. This is most commonly used for adding Holiday hours and/or Bonus dollar amounts. You can select all employees, specific employees, employees from a specific group or by certain criteria. This feature is a great time saver and allows you to have control over the hours/dollars applied.

Quick Add Batch of Entries To Time Cards	
This screen is used for adding the same entry to multiple time cards, such as hours worked, holiday pay, and bonuses.	
Add entries to which employees?	<input checked="" type="radio"/> All active employees <input type="radio"/> Specific employees <input type="radio"/> All active employees in group <input type="radio"/> Select by criteria
Add entries for what date?	<input type="text"/>
Add what kind of entry?	Regular <input type="button" value="v"/>
Hours to add	<input type="text"/>
Optional edit comments	<input type="text"/>
<input type="button" value="Submit"/>	