

Add or Remove Employees in Static Groups

Important Information

- Only staff from Payroll central offices can create new static groups. If you need an additional static group, contact an appropriate Payroll representative. After a static group is created, it is the responsibility of the unit to maintain it.
- If you do not know your unit's static group ID(s), contact an appropriate Payroll representative.
- Maintaining a static group requires that you add employees who join your unit (e.g., new hires, transfers) and remove employees who leave your unit (e.g., terminations, transfers).
- Static Groups cannot be deleted, and they must include at least one employee.
- When adding an employee, you must add the employee record number (EMPL RCD) associated with the employee's job in your department. If you don't know this information, you can find it on the Job Data pages. See the Job Data – Field Descriptions document for more information.

Navigation

NavBar > Navigator > Set Up HCM > Security > Time and Labor Security > Static Group

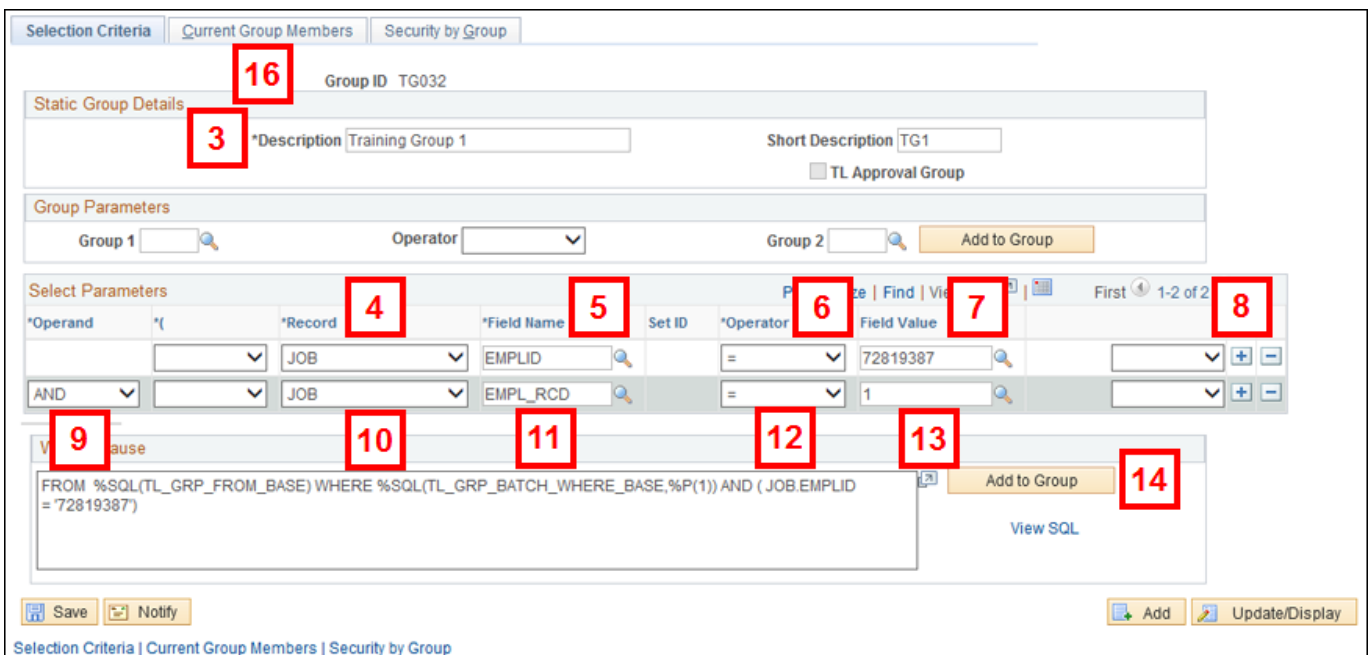
Step-by-Step Process

Screenshots: ON

1. To access a static group:
enter the static group ID in the **Group ID** field,
OR
enter the static group description in the **Description** field.
Note: Do not click **Search** without entering any search criteria because all Group IDs will not display.
2. Click **Search**.

Add an Employee


3. Enter a description for the Static Group or verify the correct description displays in the **Description** field.
Note: Your username should be used as part of the description.



The screenshot shows the 'Static Group Details' and 'Select Parameters' sections of a web application. Red boxes with numbers 3 through 16 highlight specific fields and controls:

- 3: *Description field (value: Training Group 1)
- 4: *Record field (value: JOB)
- 5: *Field Name field (value: EMPLID)
- 6: *Operator field (value: =)
- 7: Field Value field (value: 72819387)
- 8: Filter icon
- 9: View SQL button
- 10: FROM %SQL(TL_GRP_FROM_BASE) WHERE %SQL(TL_GRP_BATCH_WHERE_BASE,%P(1)) AND (JOB.EMPLID = 72819387)
- 11: AND
- 12: *Record field (value: JOB)
- 13: *Field Name field (value: EMPL_RCD)
- 14: Add to Group button
- 16: Group ID field (value: TG032)

4. Verify **JOB** displays in the **Record** field or select it from the drop-down list.
5. Verify **EMPLID** displays in the **Field Name** field or enter it.

6. Verify = displays in the **Operator** field or select it from the drop-down list.
7. Enter the EmplID of the employee you want added to the static group in the **Value** field.
Note: If an EmplID already displays in the **Value** field, overwrite it with the correct EmplID.
8. Unless already displayed, click Add Row  to add a second row.

Specify Employee Record Number

9. Verify **AND** displays in the **WHERE** field or select it from the drop-down list.
10. Verify **JOB** displays in the **Record** field or select it from the drop-down list.
11. Verify **EMPL_RCD** displays in the **Field Name** field or type it.
12. Verify = displays in the **Operator** field or select it from the drop-down list.
13. Enter the appropriate employee record number (EMPL_RCD) associated with the employee's job in the **Value** field.
Note: If an EMPL_RCD number already displays in the **Value** field, overwrite it with the correct EMPL_RCD.
14. Click **Add to Group** in the Where Clause SQL box.
Note: Do not click **Add to Group** above the Select Parameters box.
15. Click **OK** in the web browser dialog box that displays the number of Time Reporter(s) (employees) added to the group.
Note: To add another employee to the static groups, repeat steps 7-15.

View the Static Group Members

16. Click the **Current Group Members** tab.



Selection Criteria | **Current Group Members** | Security by Group 20

Time Reporter Group TG032 Training Group 1 Remove All Remove

| Group Members | | | | Personalize | Find | View All | First | 1-2 of 2 | Last |
|---------------|-------------|----------------|--------------------------|-------------|------|----------|-------|----------|------|
| Empl ID | Empl Record | Name | Delete Row | | | | | | |
| 87654321 | 0 | Ryan Pstrain | <input type="checkbox"/> | 19 | | | | | |
| 12345678 | 30 | Lauren Pstrain | <input type="checkbox"/> | | | | | | |

Comments

18 21 Add Update/Display

Selection Criteria | Current Group Members | Security by Group

17. To display the list of group members in alphabetical order (by last name), click the **Name** column header.
18. If you do not need to delete any rows, click **Save**.

Remove an Employee

19. To remove an employee or an Empl Rcd Nbr(s) from the static group, check the **Delete Row** box next to the appropriate row(s).
20. Click **Remove**.
Note: Do not click **Remove All**. You cannot save your changes if you delete all the group members.
21. Click **Save**.

