

Creating/Modifying Groups in eTime

Log into [ePayroll](#)

Creating a new group

- a) Select **ePayroll Admin** icon
- b) Select **Time Groups** from title bar
- c) Select the agency number you wish to work with
- d) Type group name in **Add Time Group** and hit **Create** button

Adding Employees to group

- a) Select **Time Group name** from list of groups
- b) Search for employee by name, OR number or email address
- c) Select the employee from the search results to add to group and hit **Add** button
- d) Select role for the employee within the group and hit **Add to Group** button
 - a. Groups can only have one manager assigned to them
 - b. Employees can only be assigned to one group as a member

Change managers in a group

- a) Select **Time Group name** from list of groups
- b) Remove current manager from group
 - a. Select the check box by employee's name
 - b. Click **Remove Selected Member** button
- c) Search for new manager by name, OR number or email address
- d) Select the employee from the search results to add to group and hit **Add** button
- e) Select **Manager** role for the employee within the group and hit **Add to Group** button

Remove employee from group

- a) Select **Time Group name** from list of groups
- b) Select the check box by employee's name
- c) Click **Remove Selected Member** button

If you need additional assistance please contact the OSPS Helpdesk at (503) 378-6777 or OSPS.HELP@oregon.gov