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

Main Menu > Set Up HRMS > Security > Time and Labor Security > Static Group

Find an Existing Value Page

Open the Static Group

1. To access a static group:
   - type the static group ID in the Group ID field,
   - OR
   - type 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. Type a description for the Static Group or verify the correct description displays in the **Description** field.

**Note:** Your uniqname should be used as part of the description.

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 type it.

6. Verify **=** displays in the **Operator** field or select it from the drop-down list.

7. Type the EmpID of the employee you want added to the static group in the **Value** field.

**Note:** If an EmpID already displays in the **Value** field, overwrite it with the correct EmpID.

8. Unless already displayed, click the **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. Type 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 the **Add to Group** button 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 group, repeat steps 7-15.

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View the Static Group Members

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

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**.

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Remove an Employee

19. To remove an employee or an Empl Rcd Nbr(s) from the static group, turn on the **Delete Row** checkbox 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**.

22. To maintain another static group, click **Return to Search**.