

Adding and Removing Members of Existing Work Groups

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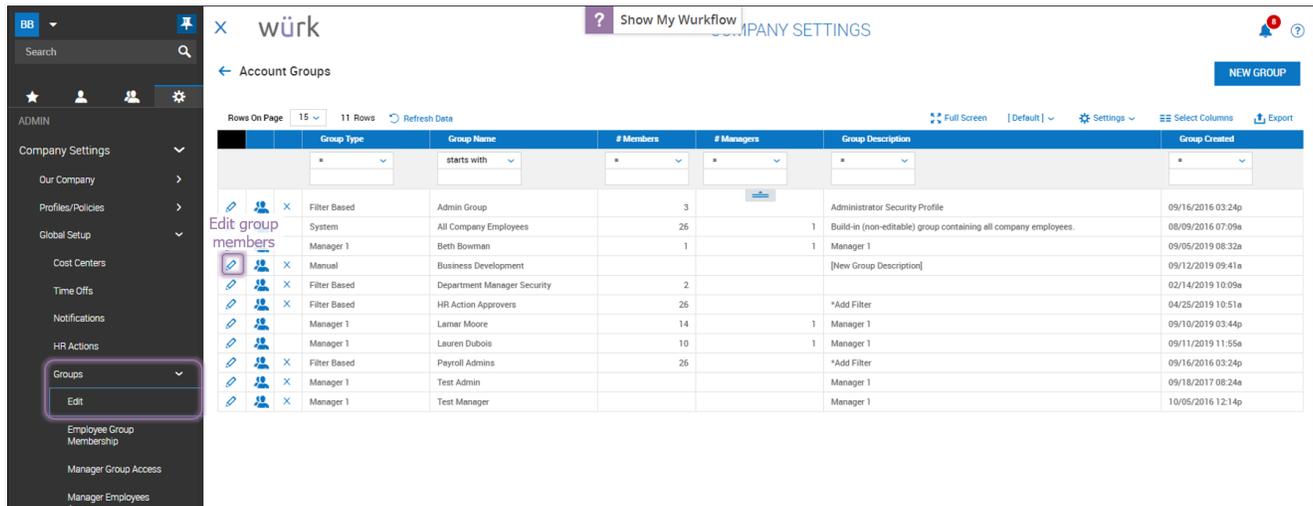
This section guides you in adding more people to a group you manage, for example, when you would like to include someone in your group who does not report to you.

You can only add or remove people in groups for which you are the manager. If you would like to assign a manager to an employee, edit the Employee Information record instead.

Assigning Managers to Employees

START HERE

1. Open an existing, non-filter-based Work group by clicking the Edit  icon next to it in the list of groups.



	Group Type	Group Name	# Members	# Managers	Group Description	Group Created
	*	starts with	*	*	*	*
  X	Filter Based	Admin Group	3		Administrator Security Profile	09/16/2016 03:24p
  X	System	All Company Employees	26	1	Build-in (non-editable) group containing all company employees.	08/09/2016 07:09a
  X	Manager 1	Beth Bowman	1	1	Manager 1	09/05/2019 08:32a
  X	Manual	Business Development			[New Group Description]	09/12/2019 09:41a
  X	Filter Based	Department Manager Security	2			02/14/2019 10:09a
  X	Filter Based	HR Action Approvers	26		*Add Filter	04/25/2019 10:51a
  X	Manager 1	Lamar Moore	14	1	Manager 1	09/10/2019 03:44p
  X	Manager 1	Lauren Dubois	10	1	Manager 1	09/11/2019 11:55a
  X	Filter Based	Payroll Admins	26		*Add Filter	09/16/2016 03:24p
  X	Manager 1	Test Admin			Manager 1	09/18/2017 08:24a
  X	Manager 1	Test Manager			Manager 1	10/05/2016 12:14p

2. Select people you want to add or remove and use the Add To Group and Remove Selected buttons as shown below.

würk 4:08 PM (Mountain) EDIT GROUP Show My Workflow Feedback View Group Permissions

Back Home Company Settings Global Setup Groups Edit Group Save View Group Permissions

Success (1) Hide All Saved.

Name* Business Development
Description [New Group Description]
Auto Add New Accounts

Group Members
Rows On Page 50 3 Rows
Remove Selected

Members Not in the Group
Rows On Page 50 23 Rows
Employee Filter All Employees
People you can add to group

Select and click Add To Group (or click the +)

Employee Id	First Name	Last Name	Employee EIN	
starts with	starts with	starts with	starts with	
<input type="checkbox"/>	122	Drew	Bowman	D&D
<input type="checkbox"/>	19	Ziva	David	D&D
<input type="checkbox"/>	100	Mitch	Douglas	D&D
<input type="checkbox"/>	00127	Lauren	Dubois	D&D
<input type="checkbox"/>	120	Andrew	Hertogh	D&D
<input type="checkbox"/>	1003	Admin	Hodges	D&D
<input type="checkbox"/>	00137	Ellen	Hurley	D&D

Add To Group

3. Click SAVE in the upper right to finalize.