

## Transcripts

<b>Title: MacViP Online Training</b>	Scene/Screen # <b>B</b>
<b>Objective: Time Capture - Regular-Scheduled Employees</b>	Playing Time: 1 min 47 secs

### Overview

Regular hours are generated prior to every pay process, using a process called **Schedule Generation**. Employees with a set schedule either Regular or Temp/Casual Employees will have time generated according to their assigned schedule. The schedule is generated by **Position Group**.

Your department will have one or more **Position Groups**, which are used to enter and process time. You will only be able to view the Position Groups based on your access. Now let's run Schedule Generation.

### Schedule Generation

We click on Payroll / Time Entry, Data Entry, Schedule Generation

We choose Position Group **0001** from the drop down.

Using the drop-down calendar, we enter from and to dates as Sept 9 to Sept. **Note:** The dates will always be Sunday to Saturday.

When you go to the Activity for Time Capture, you can use the Sunday to Sat of the week that you are completing the activity.

Now we click on the **“Generate Schedule”** button.  
We say **“Ok”** to the confirmation message.

The screen displays the days that time has been generated for – for the Position Group(s) that we processed.

**Note:** Once you generate a schedule, any changes that are processed for an employee by Human Resources after that date will not be reflected. For example if an employee has a termination date effective within the pay period, the system will only generate time up to and including their last day of work.