Discussion on Workgroups

What is a Workgroup?

- A group of employees by type that share the same HR characteristics including compensation, FLSA Status, and work week policies.
- North Dakota Time and Labor has several Workgroups defined based on the above policies.
Workgroups

How are Workgroups used in Time and Labor?

- The Time Administration batch process uses the Workgroup definitions to process employee payable time.
- It is important to ensure the correct Workgroup is set for each employee because it impacts the payable time which will affect their pay.
Where are Workgroups assigned in Time and Labor?

Workgroups are assigned to an employee's **Time Reporter Data** within the **Job Data > Employment Data** page.
The Workgroup is a required field on Time Reporter Data page.
Workgroups

How do I ensure I am selecting the correct Workgroup?

- Select based on your agencies policies. The workgroups are defined by FLSA status and work week.

**NOTE:** The yellow highlighted section lists the primary workgroups.