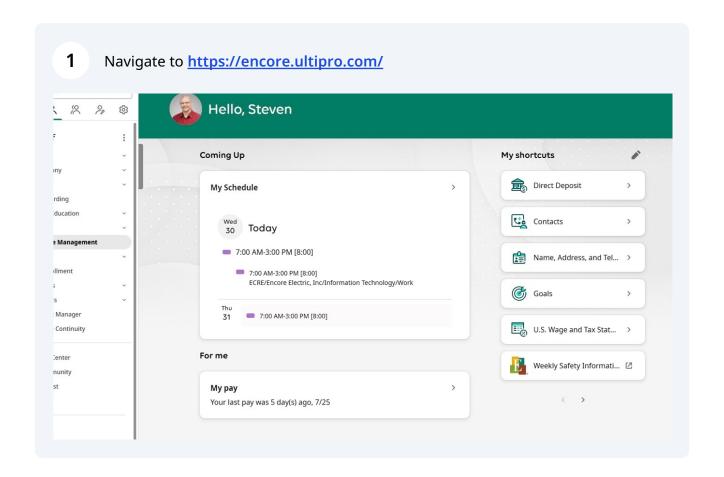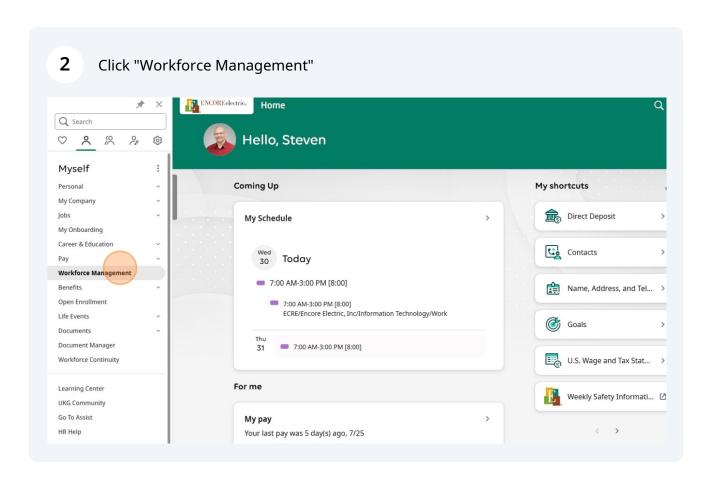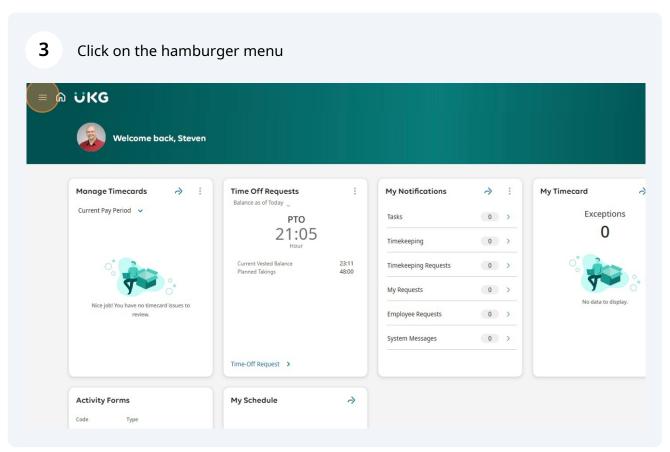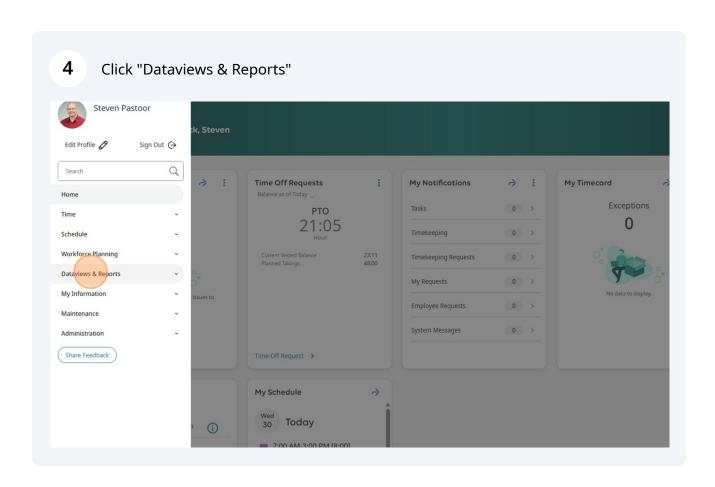# Assign Employees to Activities in UKG

ENCOREelectric®

1   Navigate to **https://encore.ultipro.com/**

2 Click "Workforce Management"

3 Click on the hamburger menu

4   Click "Dataviews & Reports"

Steven Pastoor

Edit Profile ✏️   Sign Out →

Search 🔍

Home

Time   ⌄

Schedule   ⌄

Workforce Planning   ⌄

Dataviews & Reports   ⌄

My Information   ⌄

Maintenance   ⌄

Administration   ⌄

Share Feedback

ck, Steven

Time Off Requests   ⋮
Balance as of Today ⌄

PTO
21:05
Hour

Current Vested Balance   23:11
Planned Takings   48:00

Time-Off Request >

My Notifications   → ⋮

Tasks   0   >

Timekeeping   0   >

Timekeeping Requests   0   >

My Requests   0   >

Employee Requests   0   >

System Messages   0   >

My Timecard   →

Exceptions
0

No data to display.

My Schedule   →

Wed
30   Today

7:00 AM-3:00 PM [8:00]

---

5   Click "Dataview Library"

Edit Profile ✏️   Sign Out →

Search 🔍

Home

Time   ⌄

Schedule   ⌄

Workforce Planning   ⌄

Dataviews & Reports   ⌃

Dataview Library

Group Edit Results

Report Library

My Information   ⌄

Maintenance   ⌄

Administration   ⌄

Share Feedback

ck, Steven

Time Off Requests   ⋮
Balance as of Today ⌄

PTO
21:05
Hour

Current Vested Balance   23:11
Planned Takings   48:00

Time-Off Request >

My Notifications   → ⋮

Tasks   0   >

Timekeeping   0   >

Timekeeping Requests   0   >

My Requests   0   >

Employee Requests   0   >

System Messages   0   >

My Timecard   →

Exceptions
0

No data to display.

My Schedule   →

Wed
30   Today

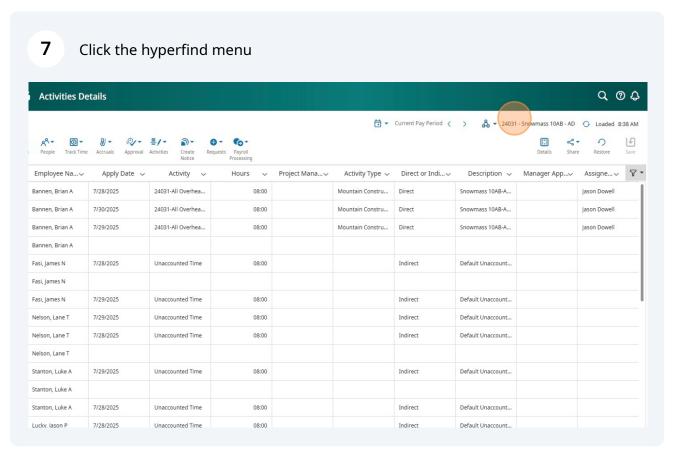7:00 AM-3:00 PM [8:00]

6 Click "Activities Details"
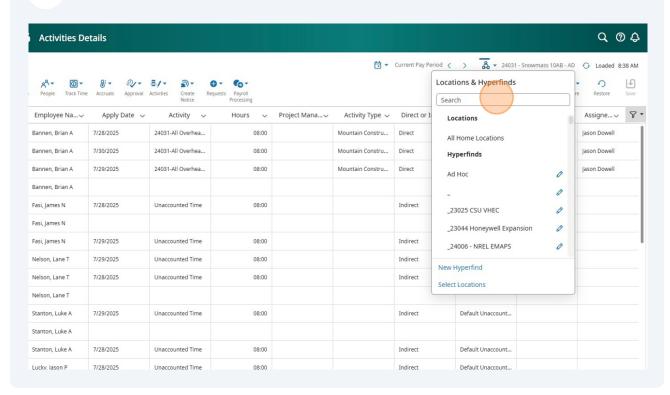

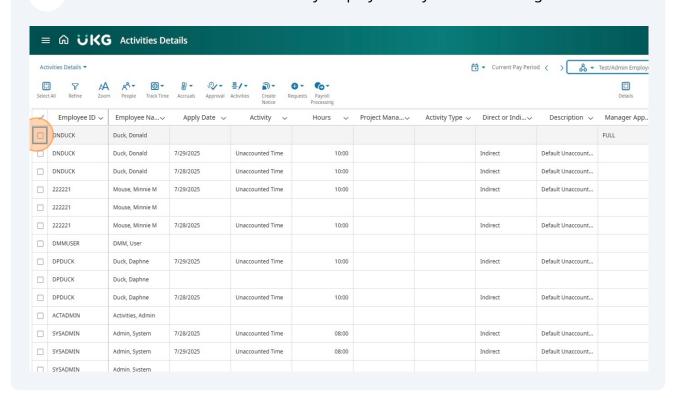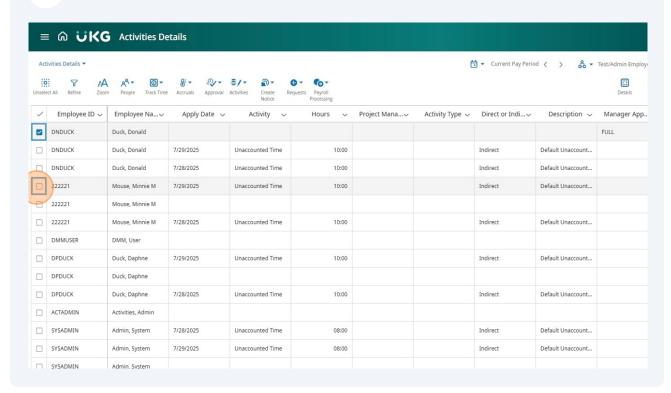**7** Click the hyperfind menu

8 Click the "Search" field and find your hyperfind
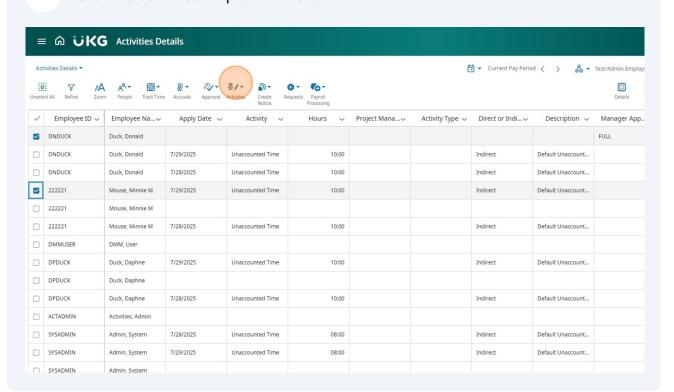

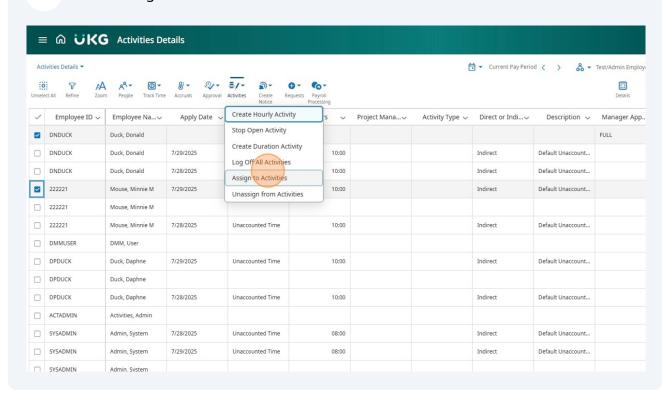**9** Click the checkbox next to as many employees as you need to assign.

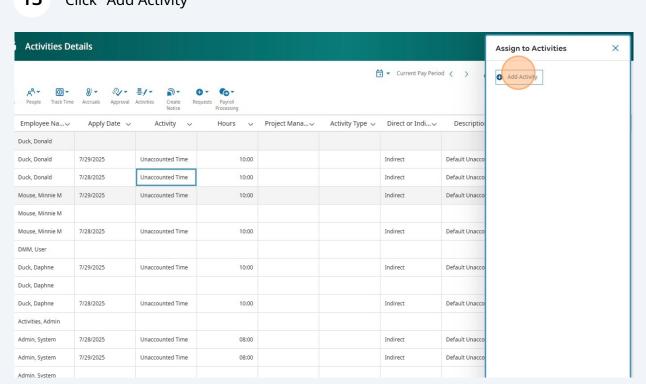## 10   Click the checkbox next to as many employees as you need to assign.

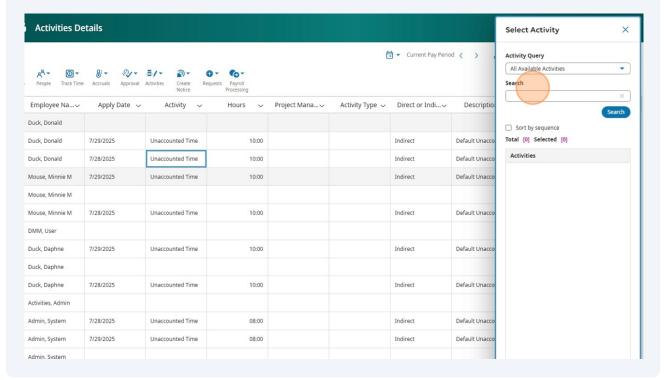## 11   Click the activities drop down menu

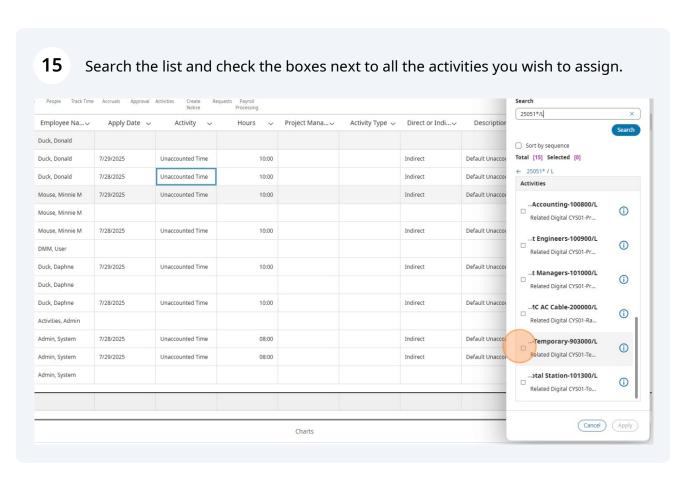**12** Click "Assign to Activities"

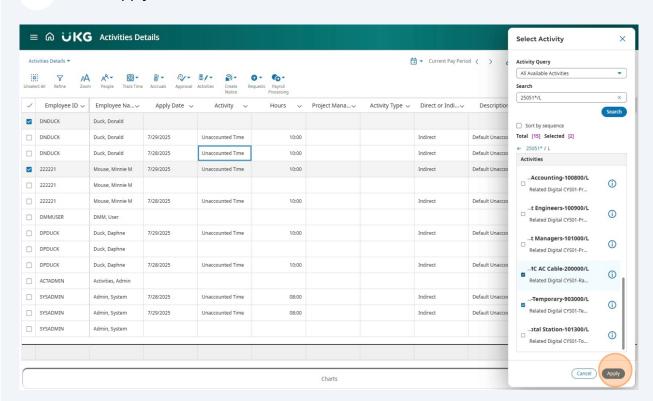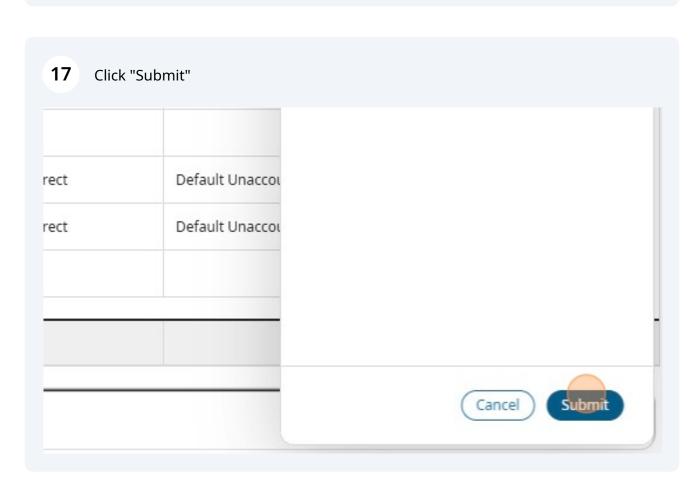**13** Click "Add Activity"

14 Click the "Search" field and enter the activity you wish to assign. Be sure for jobs to include the /V or /L as needed. As an example enter the 5 digits of the job number followed by the asterisk followed by /L and /V. Example: 12345*/L
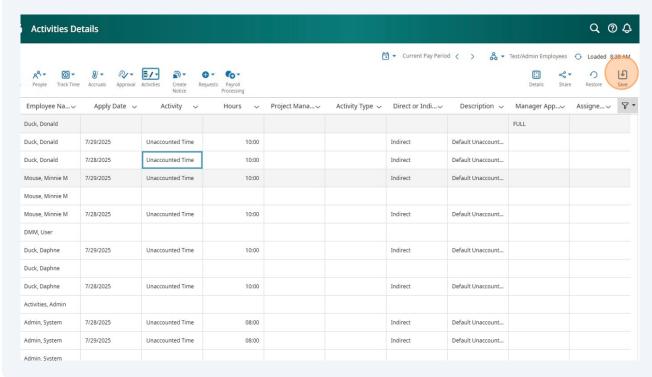

15 Search the list and check the boxes next to all the activities you wish to assign.

16 Click "Apply"

17 Click "Submit"

18 If the save button is purple, click it or your changes will not take effect. If it is gray you should be good to go.

19 To confirm these changes navigate back to the hamburger menu.

20 Click "Group Edit Results"

21 Click the drop down triangle and review success/failure counts.