

From your home screen, go to the **Locations** tab and then select **Employees**. (If you have more than one location in Globalsoft, you will have to select the location that you wish to edit.)



The employee roster will be viewable:

Existing Employees - 18									
	Last Name	First Name	Employee Id	Employment Status	In A Pool	NCMS	GlobalTrax	Pools	Notes
Select	ABERLE	Jason	0116	Not Employed	No	Do Not Export	Yes	Test Company-NON-DOT- General	ECC LICENSING SPEC I
Select	ACHTENBERG		0236	Employed	Yes	Do Not Export	No	Test Company-NON-DOT- General	B&G MAINT WORKER

Hint: You can use the **sort boxes** to sort by pool. You can also sort the columns by clicking on the highlighted column labels.

Hint: If you need to make changes to large numbers of employees, you can use the **Batch Edit** function:

Search by name or ID:  Pools:  Employee Status:

Existing Employees - 18

Mark all selected as:

	<input type="checkbox"/>	Last Name	First Name	Employee Id	Employment Status	In A Pool	NCMS	GlobalTrax	Pools
Select	<input type="checkbox"/>	ABERLE	Jason	0116	Not Employed	No	Do Not	Yes	Test Company-NON-DOT- General

This allows you to select multiple employees and perform the same function on all of them at one time. You can make them Inactive in the company (i.e. delete them) or you can make them active or inactive in the pools by choosing the appropriate action from the dropdown menu.

To edit an individual employee, choose **Select** next to the employee last name on the roster to open the Employee Edit box.

To remove an employee completely from your company, remove the check from the "Active in Globalsoft" box. The employee will no longer be viewable on the roster.

**Editing Lyman, Rick**

<input type="checkbox"/>	<b>Active in GlobalSoft</b>
<input type="checkbox"/>	<b>Employed</b>

For employees that you would like to remain on the roster, but are not currently employed (i.e. seasonal workers), select “Active in Globalsoft” but do not check “Employed.” They will appear as “Not Employed” on your roster and be ineligible for inclusion in a random pool.

**Editing Lyman, Rick**

<input checked="" type="checkbox"/> <b>Active in GlobalSoft</b>
<input type="checkbox"/> <b>Employed</b>

For employees who are on the roster and are currently actively employed, select both boxes.

**Editing Lyman, Rick**

<input checked="" type="checkbox"/> <b>Active in GlobalSoft</b>
<input checked="" type="checkbox"/> <b>Employed</b>

For employees who are listed as “Employed” by the company, you can make them Active in the **random pool** by selecting a single pool or multiple pools as necessary:

Details	Hire Date: 05/14/2013 		
	<input type="checkbox"/> Pre-Employment		
Pools	<input type="checkbox"/>	Test Company	NON-DOT- General ▼
	<input checked="" type="checkbox"/>	Test Company (FMCSA)	Driver ▼
	<input type="checkbox"/>	Test Company (PHMSA)	Op/Maint/Emergency Response ▼
	<input type="checkbox"/>		

**NOTE: You must select a pool in order for an employee to be eligible for random draws.**

Hit the **Update** button to save your changes and then return to the roster page.

Once your rosters are updated and correct, press the **Confirm Roster** button.