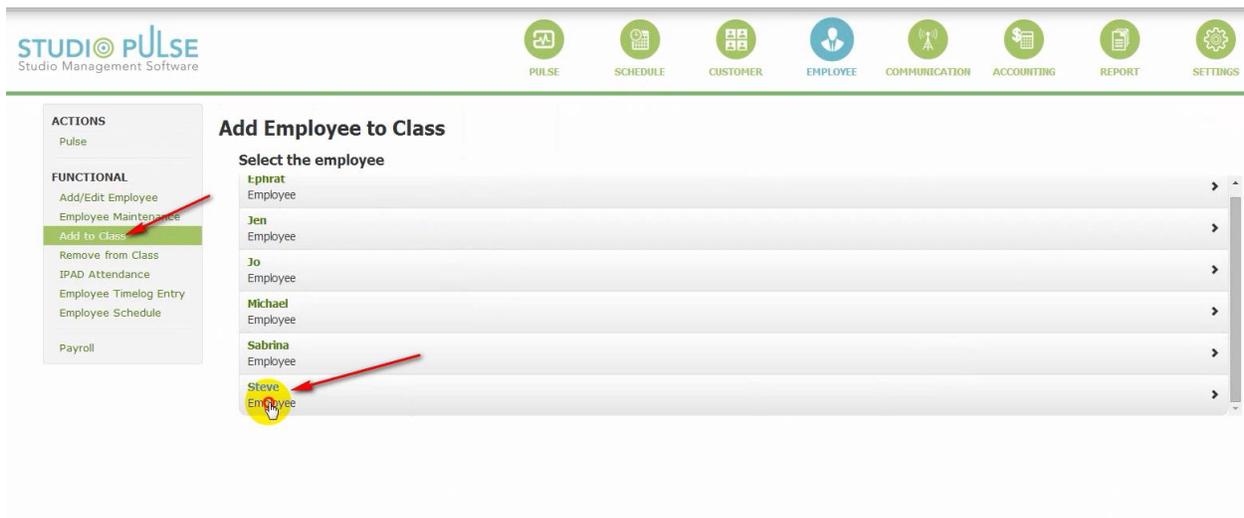# ADD EMPLOYEES TO CLASS

In this document, you can find details on how to add an employee to multiple classes in a single step and also how to remove an employee from multiple classes.

Let us consider an example. If you want to add Steve to multiple classes, you can follow the steps below.
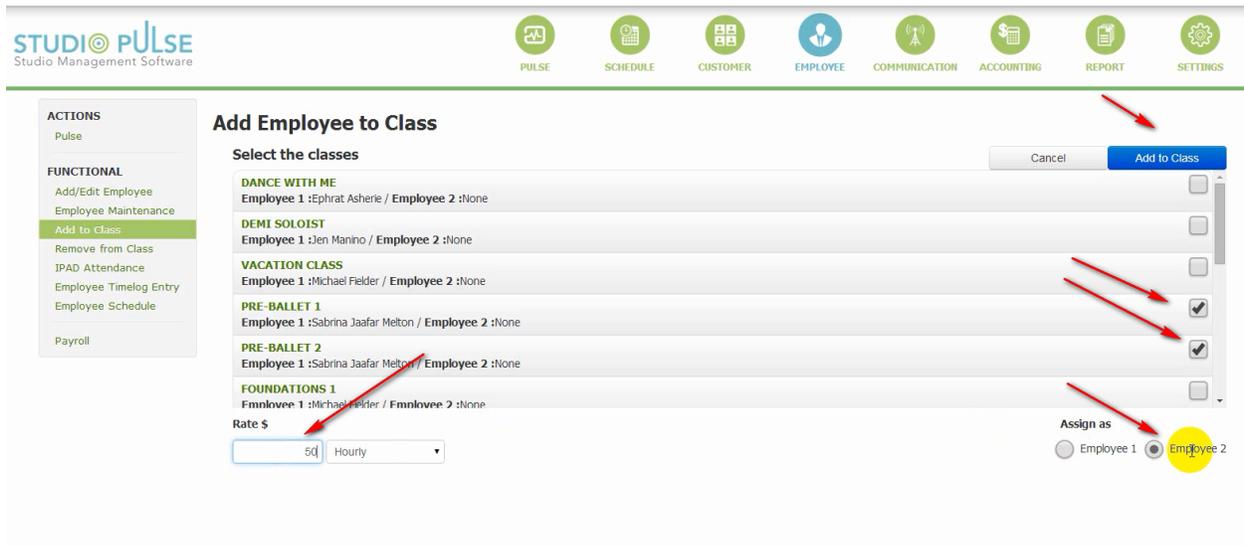
Step 1 : **Click on Add to Class under Employee tab and select the Employee**

In our example, **let us select Steve.**
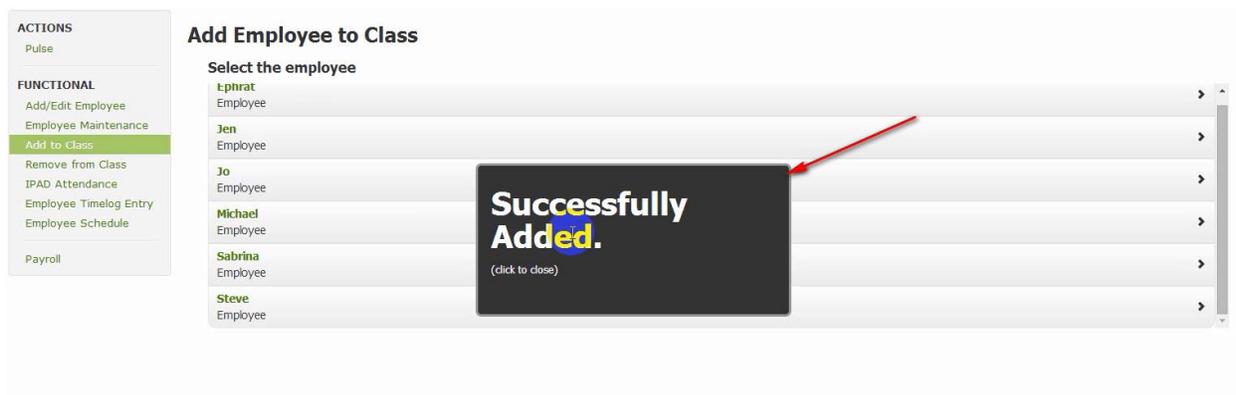
Step 2: Select the Classes, hourly rate, whether employee 1 or 2

We need to assign whether we want to add the employee as employee 1 or employee 2. Also need to enter the rate per hour.

Step3: Click Add to Class

Click Add to Class blue button which will show up the message after saving.

We have successfully added the employee to the selected classes. You can verify by going into the scheduler view and see if this added employee is showing up.

REMOVE EMPLOYEES FROM CLASS

Below are the details on how you can remove an employee from multiple classes in a single step.

Let us consider an example. If you want to remove Steve from multiple classes, you can follow the steps below.

Step 1 : **Click on Remove from Class under Employee and select the Employee**
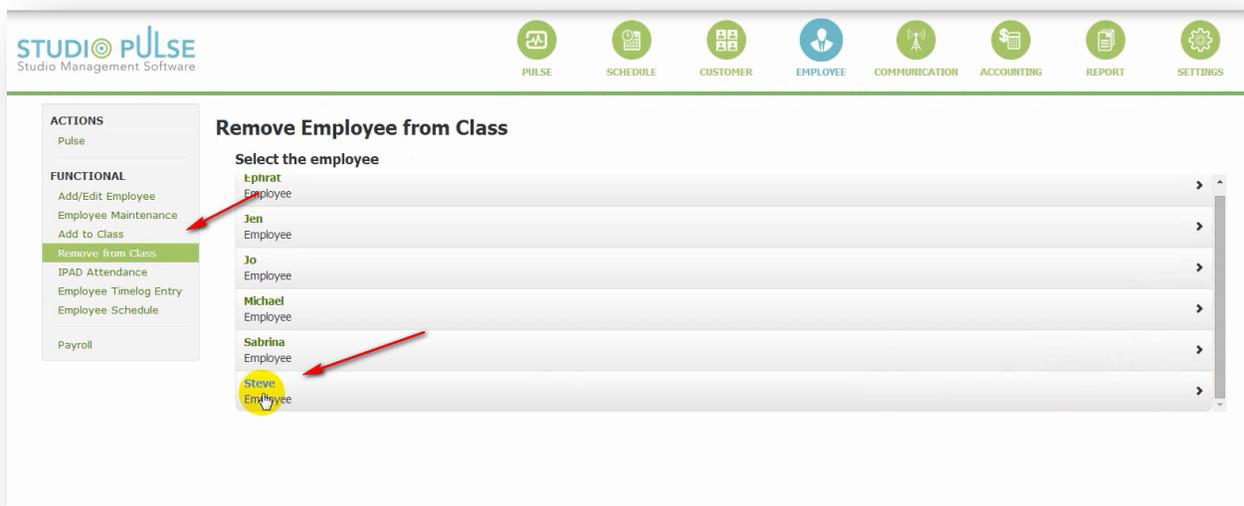
In our example, let us select Steve. This will show up the classes in which Steve is associated.

Step 2: Select the Classes from which the selected employee is to be removed.

Select the classes which we need to remove the selected employee from class.

Step3: Click Remove from Class

Click Remove from Class blue button and this it will show up the message after saving.

We have successfully removed the selected employee from classes. You can verify by going into the scheduler view and see if this added employee is showing up.