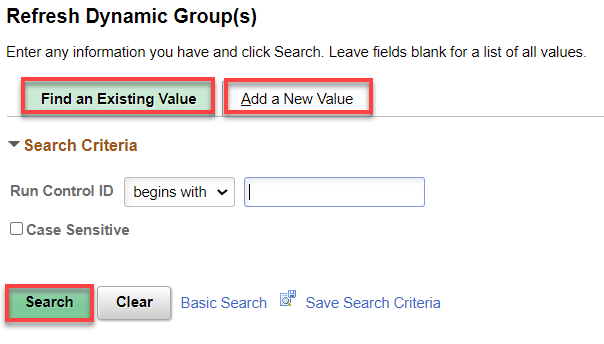
[Running Refresh Dynamic Group Process](http://ctclinkreferencecenter.ctclink.us/m/79733/l/1041087-9-2-refresh-dynamic-groups) – The QRG is great!

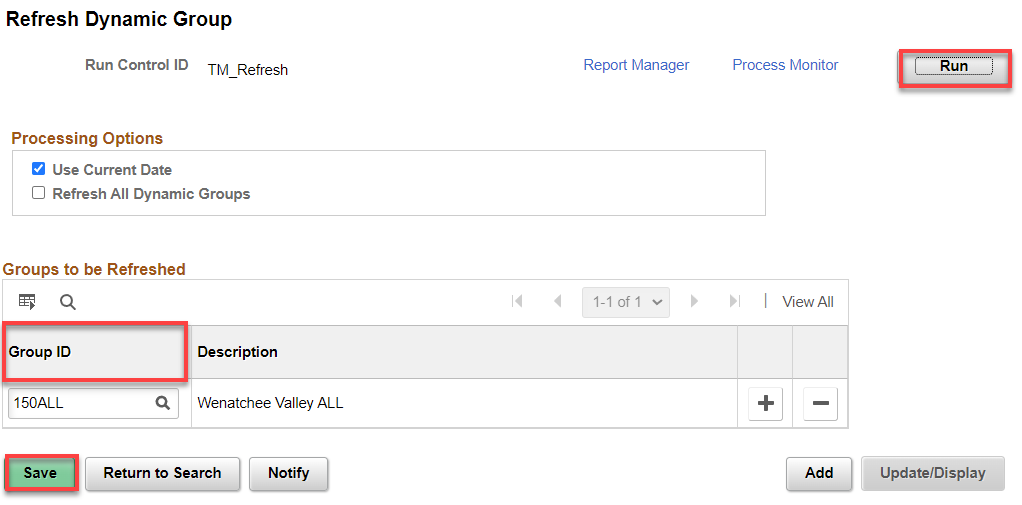
**Note: This process runs nightly for all the dynamic groups. When a time reporter is newly enrolled and the timesheet is to be filled soon after on the same day, this process can be run ad-hoc by the college time and labor admins.**

Nav>Set Up HCM>Security>Time and Labor Security>Refresh Dynamic Group

If this is the first time running this process, select Add a New Value and create a Run Control ID, otherwise, select Find an Existing Value and select Search.

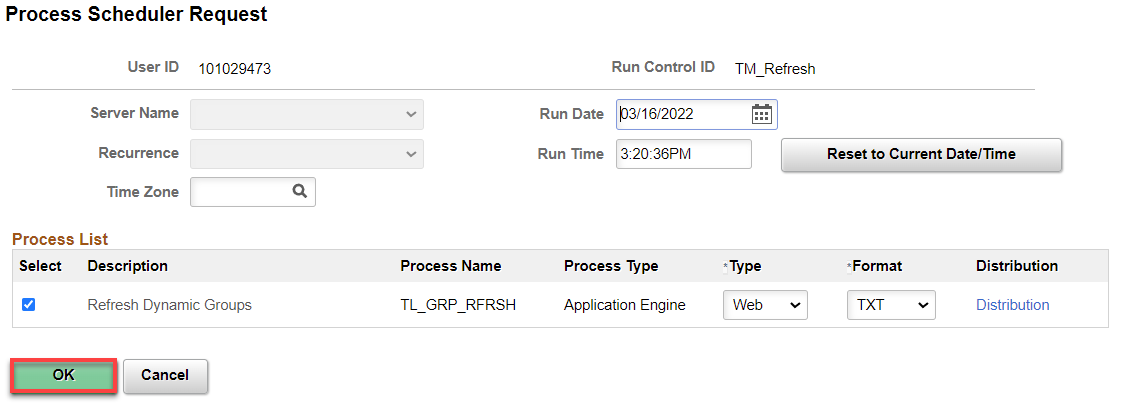


**The Refresh Dynamic Group page displays. Use Current Date, unselect Refresh All Dynamic Groups, if checked, Add Group ID (typically College Number ALL), click Run.**

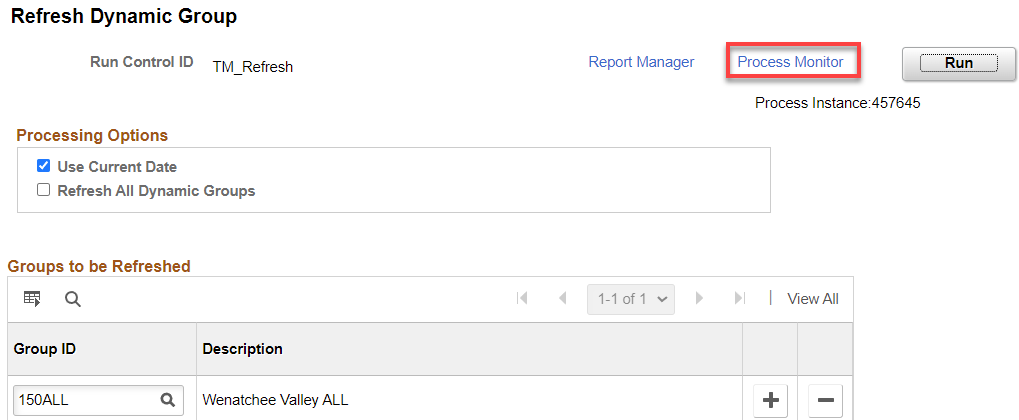


**The Process Scheduler Request page displays. Select the OK button.**

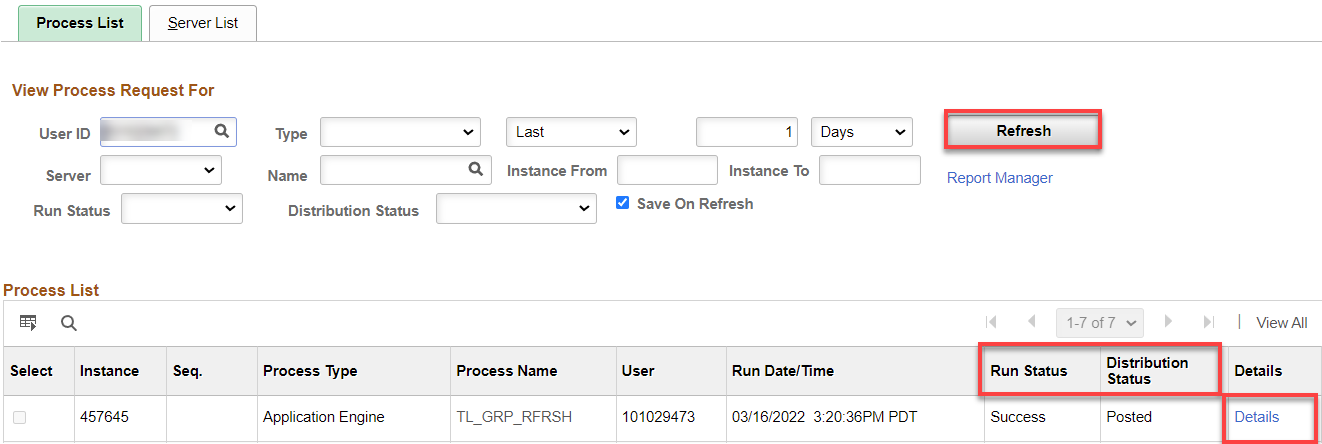
**The Refresh Dynamic Group button displays.**



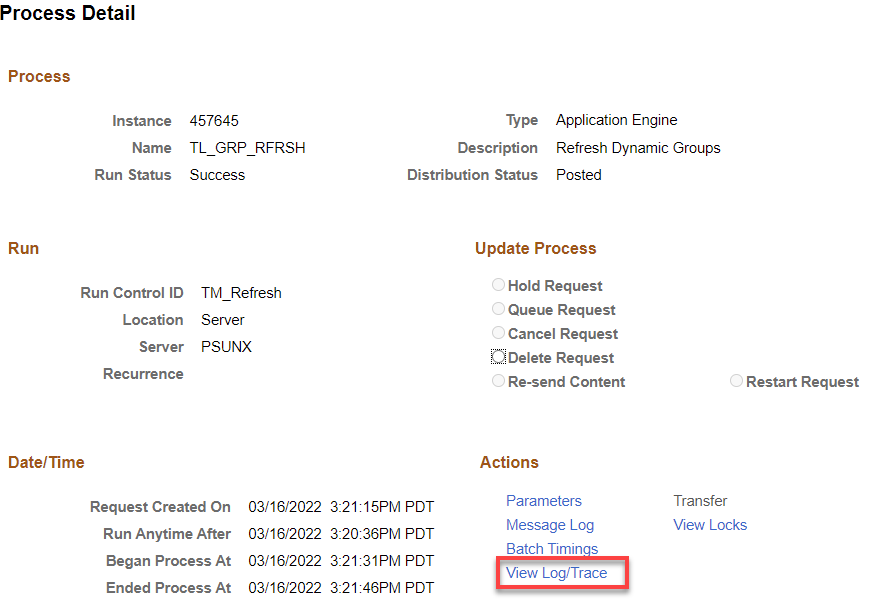
**Select the Process Monitor link at the top of the page.**



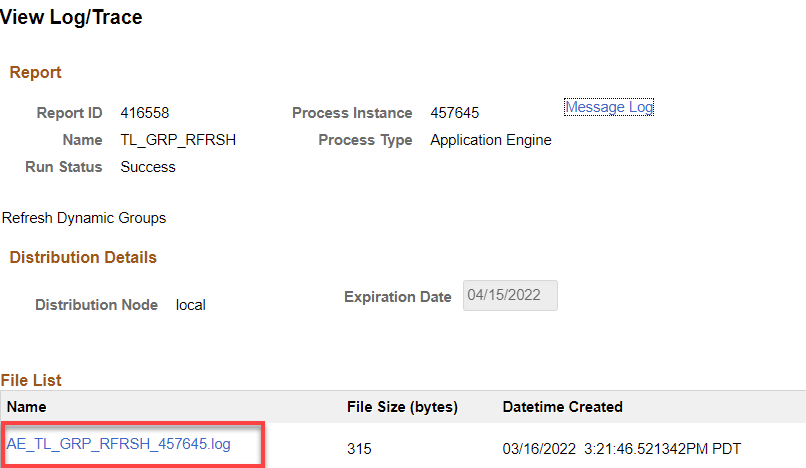
**Select the refresh button until the Process TL\_GRP\_RFRSH has a Run Status of Success and a Distribution Status of Posted. Select the Details link.**

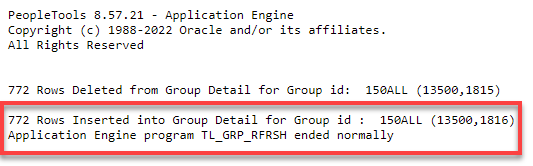


**Select the View Log/Trace link.**



**Select the .log file to make sure the process ended normally.**





Click Return, OK and Save.

The process to refresh dynamic group(s) is now complete.

That’s it! 😊