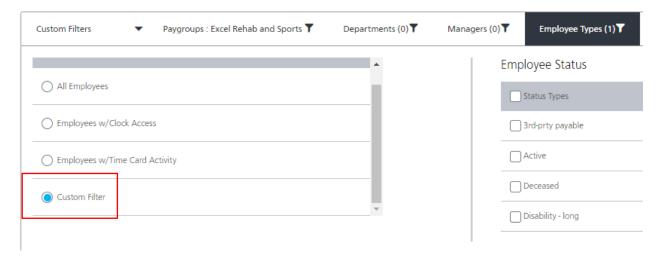
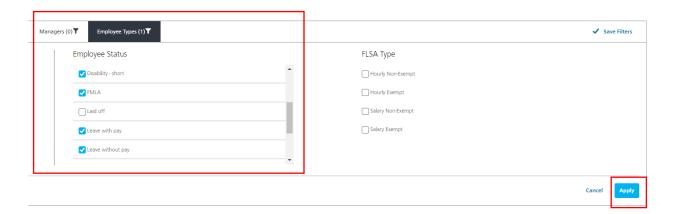
1. Select Client ID 160963 – Excel Rehabilitation and Sports from the dropdown at the top of the screen



- 2. The paygroup will automatically populate to Excel Rehab and Sports (there is only one now).
- 3. Under the Employee Types Filter, select the option for Custom Filter



- 4. In the Employee Status box, check the Status Types box, which will highlight all of the status options.
 - a. Then, *uncheck* the following options: 3rd-party payable, deceased, laid off, resigned, retired, and terminated.
 - b. Click the Apply button.



5. In the top right, click on the Save Filters button to keep this set up as a template.



- a. Give it a filter name and check the box to set as a default filter.
- b. Click Save.

