

Time Dashboard Filter Setup – APTP Paygroup

The APTP paygroup includes the following locations: Back in Motion, Arrow PT, Rehab Access, all employees residing or working in California, Franklin, Continuum, Work-Fit SB&D Holliston, Work-Fit Helena, MT, and some CST employees

1. Make sure you are under Client ID 153139 – Alliance Physical Therapy Group from the dropdown at the top of the screen.

153139 - Alliance Physical Therapy Group LLC ▼

Time Dashboard

2. Select Paygroup APTP

The screenshot shows the 'Time Dashboard' interface. At the top, there are filter tabs: 'Custom Filters', 'Paygroups : APTP', 'Departments (0)', 'Managers (1)', and 'Employ'. Below these, the 'Paygroups' section is expanded, showing a list of options: '16 Excel Rehab and Sports', 'APTP' (selected with a blue radio button), 'APTP Group 2', and 'Contractors'. A red box highlights the 'APTP' option.

3. Under the Employee Types Filter, select the option for Custom Filter

The screenshot shows the 'Employee Types Filter' section. It contains a list of options: 'All Employees', 'Employees w/Clock Access', 'Employees w/Time Card Activity', and 'Custom Filter' (selected with a blue radio button). A red box highlights the 'Custom Filter' option.

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.

This screenshot shows a web interface for selecting employee status and FLSA type. At the top, there are tabs for 'Managers (0)' and 'Employee Types (1)'. The 'Employee Status' section on the left contains a list of checkboxes: 'Disability - short' (checked), 'FMLA' (checked), 'Laid off' (unchecked), 'Leave with pay' (checked), and 'Leave without pay' (checked). The 'FLSA Type' section on the right contains checkboxes for 'Hourly Non-Exempt', 'Hourly Exempt', 'Salary Non-Exempt', and 'Salary Exempt'. At the bottom right, there are 'Cancel' and 'Apply' buttons. A red box highlights the 'Apply' button.

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

This screenshot shows the header of a 'Time Dashboard' for '160963 - Excel Rehabilitation and Sports Enhancement, LLC'. It includes navigation tabs for 'Custom Filters', 'Paygroups: Excel Rehab and Sports', 'Departments (0)', 'Managers (0)', and 'Employee Types (1)'. In the top right corner, there is a 'Print' button and a 'Save Filters' button with a checkmark icon. A red box highlights the 'Save Filters' button.

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

This screenshot shows a 'Save Filters' dialog box. It has a title bar with a close button (X). Inside, there is a 'Filter Name' field containing the text 'ATPT Default Filter'. Below this, there is a checkbox that is checked, with the text 'Set as default filter for 153139 - Alliance Physical Therapy Group LLC'. At the bottom right, there are 'Cancel' and 'Save' buttons.