

## Time Dashboard Filter Setup – Whatcom

### Clinician Timecards

1. Select Client ID 160962 – Whatcom Physical Therapy from the dropdown at the top of the screen

160962 - Whatcom Physical Therapy, Inc. ▼

### Time Dashboard

Custom Filters ▼ Paygroups : Whatcom Physical Therapy Div26 ▼ Departments (0) ▼ Managers (0) ▼ Employee Type

○ TODAY ○ YESTERDAY ○ 30 DAY PERIOD

2. The paygroup will automatically populate to Whatcom Physical Therapy.
3. Under the Employee Types Filter, select the option for Custom Filter

☐ All Employees

☐ Employees w/Clock Access

☐ Employees w/Time Card Activity

☒ 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: 3<sup>rd</sup>-party payable, deceased, laid off, resigned, retired, and terminated.
  - b. Click the Apply button.

Managers (0)
Employee Types (1)

Employee Status

☒ Disability - short
☒ FMLA
☐ Laid off
☒ Leave with pay
☒ Leave without pay

FLSA Type

☐ Hourly Non-Exempt
☐ Hourly Exempt
☐ Salary Non-Exempt
☐ Salary Exempt

Cancel

Apply

Save Filters

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

160963 - Excel Rehabilitation and Sports Enhancement, LLC
Time Dashboard

Print

Custom Filters
Playgroups: Excel Rehab and Sports
Departments (0)
Managers (0)
Employee Types (1)

Save Filters

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

Save Filters

Filter Name

Whatcom Clinician Default

25/30

☒ Set as default filter for 160962 - Whatcom Physical Therapy, Inc.

Cancel

Save

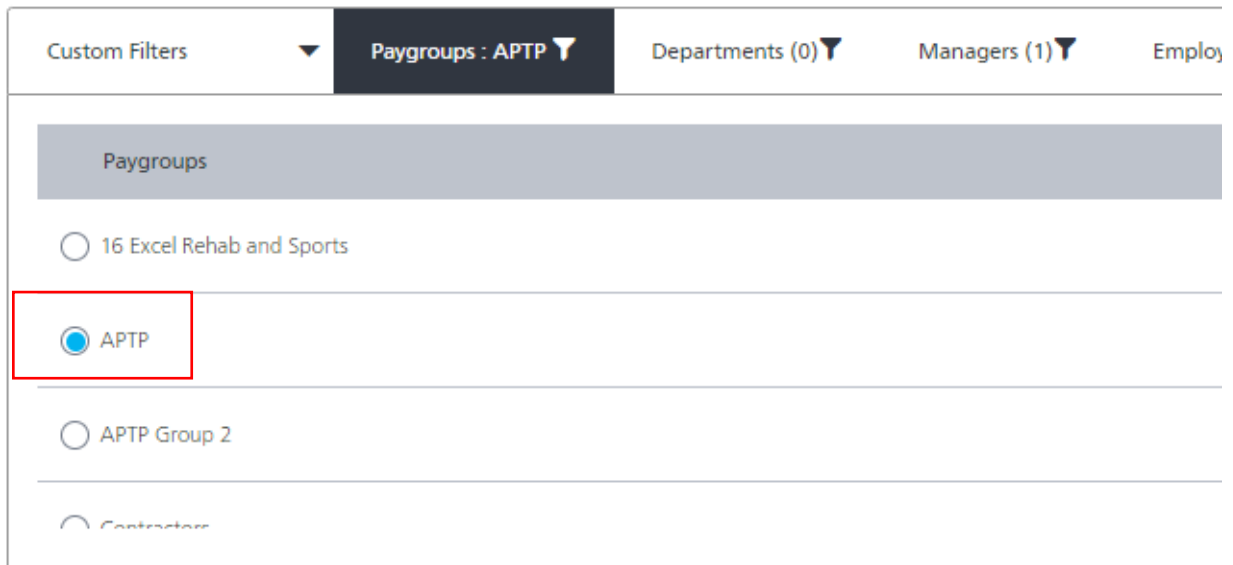
## Admin Staff (FOCs and Rehab Techs)

1. Select Client ID 153139 – Alliance Physical Therapy Group from the dropdown at the top of the screen.

153139 - Alliance Physical Therapy Group LLC ▼

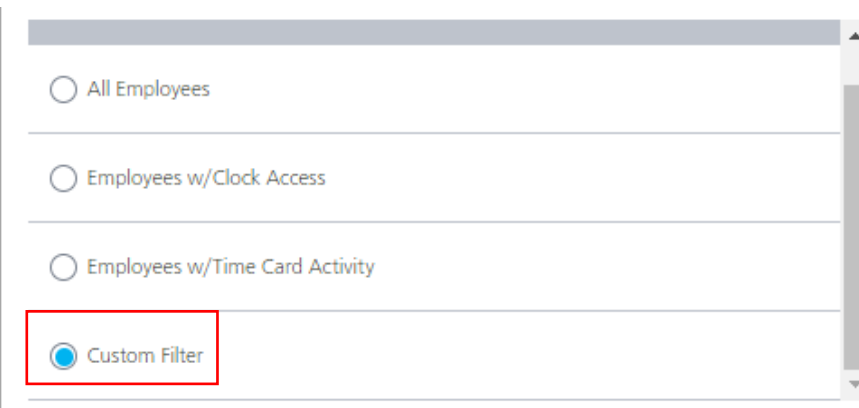
## Time Dashboard

2. Select Paygroup APTP



The screenshot shows the 'Time Dashboard' interface. At the top, there are several filter tabs: 'Custom Filters', 'Paygroups : APTP' (which is selected and highlighted in dark blue), 'Departments (0)', 'Managers (1)', and 'Employ'. Below these tabs, a dropdown menu for 'Paygroups' is open, displaying a list of options: '16 Excel Rehab and Sports', 'APTP' (which is selected and highlighted with a red box), 'APTP Group 2', and 'Contractors'.

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



The screenshot shows a dropdown menu for 'Employee Types'. It contains four options: 'All Employees', 'Employees w/Clock Access', 'Employees w/Time Card Activity', and 'Custom Filter' (which is selected and highlighted with a red box).

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: 3<sup>rd</sup>-party payable, deceased, laid off, resigned, retired, and terminated.
  - b. Click the Apply button.

Managers (0) Employee Types (1) ✓ Save Filters

Employee Status

☒ Disability - short

☒ FMLA

☐ Laid off

☒ Leave with pay

☒ Leave without pay

FLSA Type

☐ Hourly Non-Exempt

☐ Hourly Exempt

☐ Salary Non-Exempt

☐ Salary Exempt

Cancel Apply

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

160963 - Excel Rehabilitation and Sports Enhancement, LLC  
Time Dashboard Print

Custom Filters Paygroups: Excel Rehab and Sports Departments (0) Managers (0) Employee Types (1) ✓ Save Filters

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

Save Filters ×

Filter Name

Whatcom Admin Default Filter

28/30

☒ Set as default filter for 153139 - Alliance Physical Therapy Group LLC

Cancel Save