Time Dashboard Filter Setup – APTP Paygroup

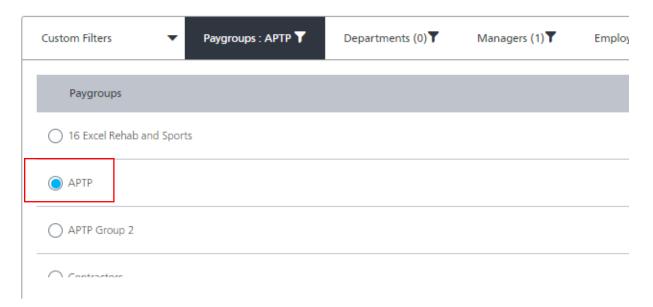
The APTP paygroup includes the following locations: Back in Motion, Arrow PT, Rehab Access, all employees residing or working in California, Franklin, Continuum, Work-Fit SB&D Holliston, Work-Fit Helena, MT, and some CST employees

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

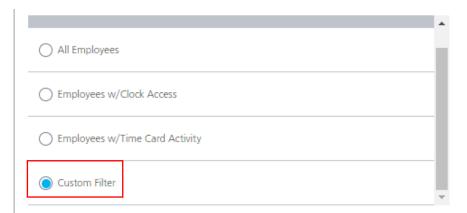
153139 - Alliance Physical Therapy Group LLC 🔻

Time Dashboard

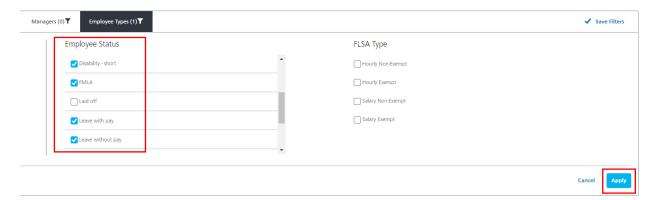
2. Select Paygroup APTP



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.

