

Time Dashboard Filter Setup – ERS

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

160963 - Excel Rehabilitation and Sports Enhancement, LLC ▼

Time Dashboard

The screenshot shows the top section of the Time Dashboard. It includes a header bar with the following filters: ERS, Paygroups : Excel Rehab and Sports, Departments (0), Managers (0), and Employee Types. Below the header is a scrollable list of filter options, with 'All Employees' currently selected.

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

This screenshot shows the 'Employee Types' filter expanded. On the left, a list of filter options is shown: 'All Employees', 'Employees w/Clock Access', 'Employees w/Time Card Activity', and 'Custom Filter'. The 'Custom Filter' option is selected and highlighted with a red box. On the right, the 'Employee Status' section is visible, containing several unchecked checkboxes: 'Status Types', '3rd-prty payable', 'Active', 'Deceased', and 'Disability - long'.

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.

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.

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Time Dashboard

Custom Filters ▼

Playgroups - Excel Rehab and Sports ▼

Departments (0) ▼

Managers (0) ▼

Employee Types (1) ▼

Save Filters

Print

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

Save Filters

Filter Name

ERS Time Dashboard Default

26/30

☒ Set as default filter for 160963 - Excel Rehabilitation and Sports Enhancement, LLC

Cancel

Save