

## Time Dashboard Filter Setup – APTP Group 2 Paygroup

The APTP paygroup includes the following locations:

- Advent, Armor, Border, Excel Sports & PT, Ford, Panther, Peak, SSOR, Biocorrect, most of Work-Fit, and most 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 Group 2

Custom Filters ▼ Paygroups : APTP Group 2 ▼ Departments (0) ▼ Managers (0) ▼ Emp

Paygroups

- ☐ 16 Excel Rehab and Sports
- ☐ APTP
- ☒ APTP Group 2
- ☐ Contractors

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

Employee Types 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.

This screenshot shows the 'Employee Types (1)' filter configuration. The 'Employee Status' section on the left contains a list of status types with 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 a list of FLSA types with checkboxes: 'Hourly Non-Exempt' (unchecked), 'Hourly Exempt' (unchecked), 'Salary Non-Exempt' (unchecked), and 'Salary Exempt' (unchecked). At the bottom right, there are 'Cancel' and 'Apply' buttons, with the 'Apply' button highlighted by a red box.

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

This screenshot shows the top of the 'Time Dashboard' interface. The breadcrumb trail includes 'Managers (0)' and 'Employee Types (1)'. In the top right corner, there is a 'Print' button and a 'Save Filters' button, which is highlighted by a red box.

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

This screenshot shows the 'Save Filters' dialog box. It has a title bar with a close button (X). The 'Filter Name' field contains the text 'AFTP Group 2 Default Filter'. Below the field, there is a checkbox labeled 'Set as default filter for 153139 - Alliance Physical Therapy Group LLC', which is checked. At the bottom right, there are 'Cancel' and 'Save' buttons.