



## Employee Filter Essentials

The **Employee Filter** is used within **TimeClock Plus** to sort through lists of employees. Typically, this is to make it easier to locate information for certain individuals, or certain groups of individuals. By default, all Suspended and Terminated employees are filtered out.

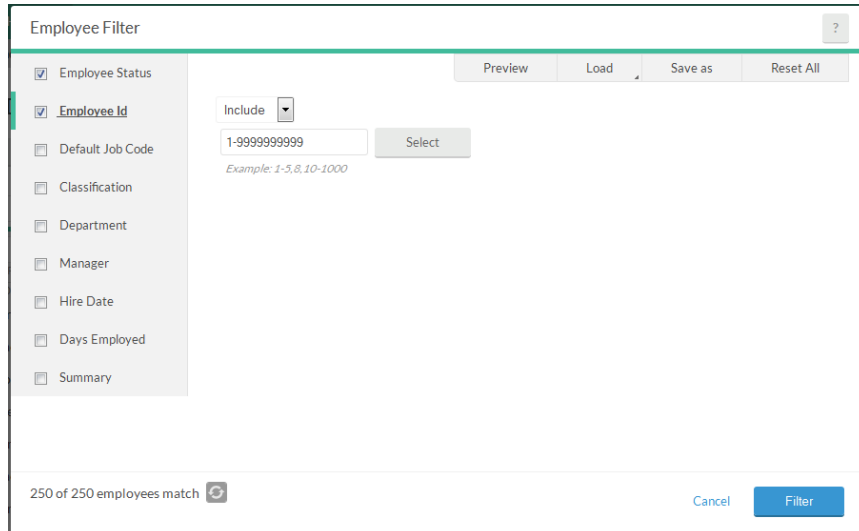
The Employee Filter is broken up into several distinct sections that can be used in conjunction with each other.

### Employee Status

The screenshot shows the 'Employee Filter' interface. At the top right, there is a help icon (?) and a 'Feedback' button. Below the title bar, there are three buttons: 'Preview', 'Save as', and 'Reset All'. The main area is divided into two columns of checkboxes. The left column, titled 'Employee Status', has the following options:  Employee Status,  Employee ID,  Default Job Code,  Classification,  Department,  Manager,  Hire Date,  Days Employed,  Custom Fields, and  Summary. The right column has the following options:  Exclude suspended,  Exclude terminated,  Exclude salaried,  Exclude full time,  Exclude part time, and  Exclude employees with no work status. At the bottom, it shows '121 of 123 employees match' with a refresh icon, and 'Cancel' and 'Filter' buttons.

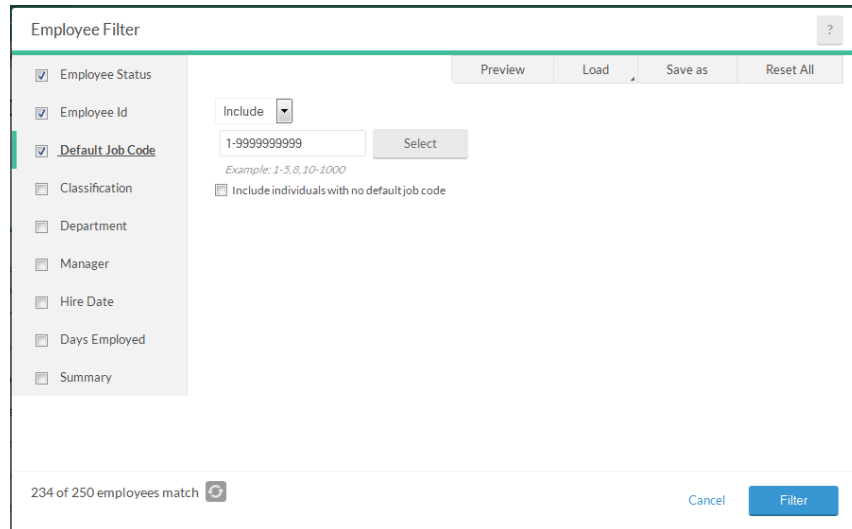
The **Employee Status** section allows you to include or exclude any **Suspended, Terminated, or Salaried** individuals.

## Employee ID



The **Employee ID** section allows you to choose which employees are listed on an individual basis. This can be accomplished by typing employee ID number values into the provided blank, or by choosing the **Select** button and selecting employees from a list.

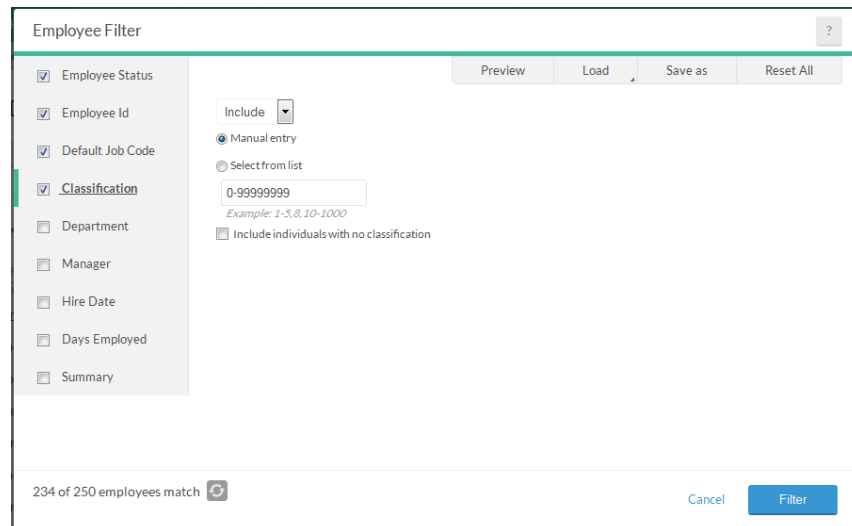
## Default Job Code



The screenshot shows the 'Employee Filter' window. On the left, a list of filter categories includes 'Employee Status', 'Employee Id', 'Default Job Code', 'Classification', 'Department', 'Manager', 'Hire Date', 'Days Employed', and 'Summary'. The 'Default Job Code' filter is active. It features an 'Include' dropdown menu, a text input field containing '1-999999999', and a 'Select' button. Below the input field, there is an example: 'Example: 1-5,8,10-1000' and a checkbox labeled 'Include individuals with no default job code'. At the top right of the window are buttons for 'Preview', 'Load', 'Save as', and 'Reset All'. At the bottom, it shows '234 of 250 employees match' and 'Cancel' and 'Filter' buttons.

The **Default Job Code** section allows you to filter based on the employees' default job codes. Just like in **Employee ID**, this can be accomplished by typing job code number values into the provided blank, or by choosing the **Select** button and selecting employees from a list.

## Classification



The screenshot shows the 'Employee Filter' window with the 'Classification' filter selected. The 'Include' dropdown is set to 'Manual entry'. Below it, there is a radio button for 'Manual entry' (which is selected), a radio button for 'Select from list', and a text input field containing '0-999999999'. An example is provided: 'Example: 1-5,8,10-1000'. There is also a checkbox labeled 'Include individuals with no classification'. The rest of the interface, including the filter list on the left and the bottom status bar, is identical to the previous screenshot.

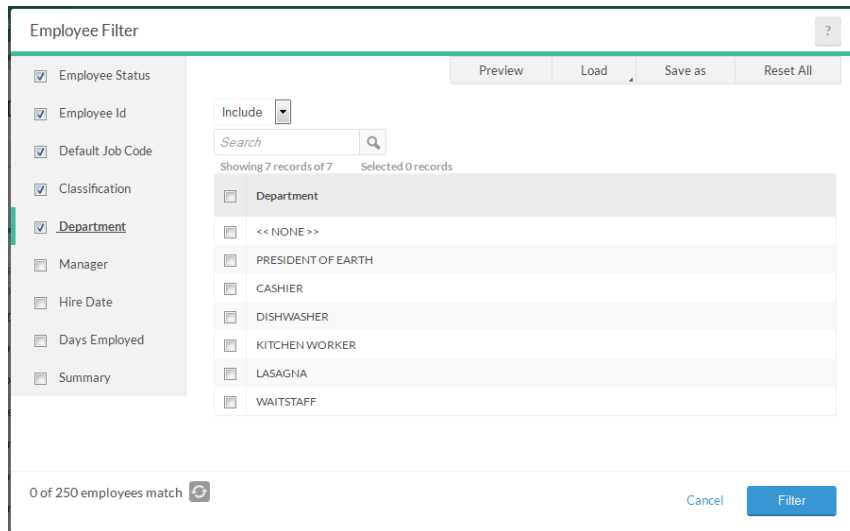
**Classification** can be used if you are utilizing the **Classification** field for your employees within **Employee Profiles**. Here, just like in **Employee ID** and **Default Job Code**, this can be accomplished by Employee Filter Essentials

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### TimeClock Plus

typing job codes number values into the provided blank. You can also choose to **Select from list**, and this will allow you to pick and choose from all available classifications within your system.

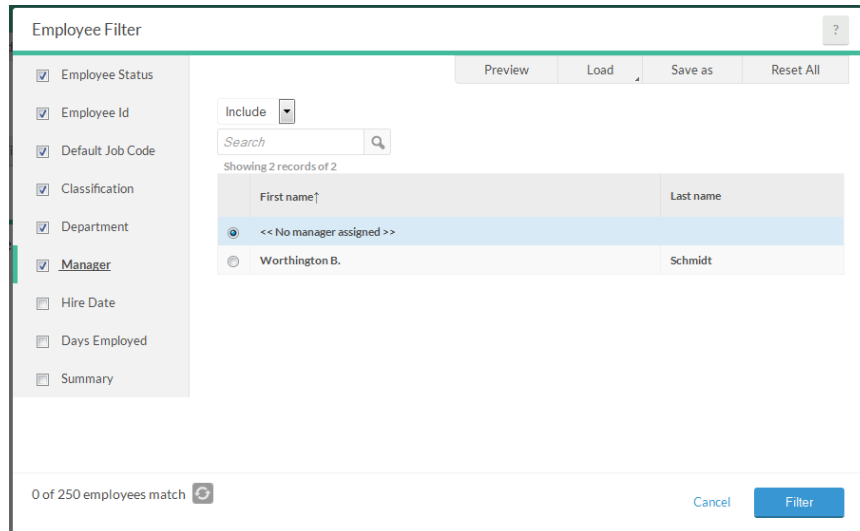
## Department



The screenshot shows the 'Employee Filter' window. On the left, a sidebar lists various filter categories with checkboxes. The 'Department' category is checked and highlighted. The main area shows a search bar with the text 'Search' and a magnifying glass icon. Below the search bar, it says 'Showing 7 records of 7' and 'Selected 0 records'. A list of departments is displayed, each with a checkbox: Department, << NONE >>, PRESIDENT OF EARTH, CASHIER, DISHWASHER, KITCHEN WORKER, LASAGNA, and WAITSTAFF. At the bottom, it says '0 of 250 employees match' and has 'Cancel' and 'Filter' buttons.

**Department** allows you to filter on all available departments that have been set up on the employees.

## Manager



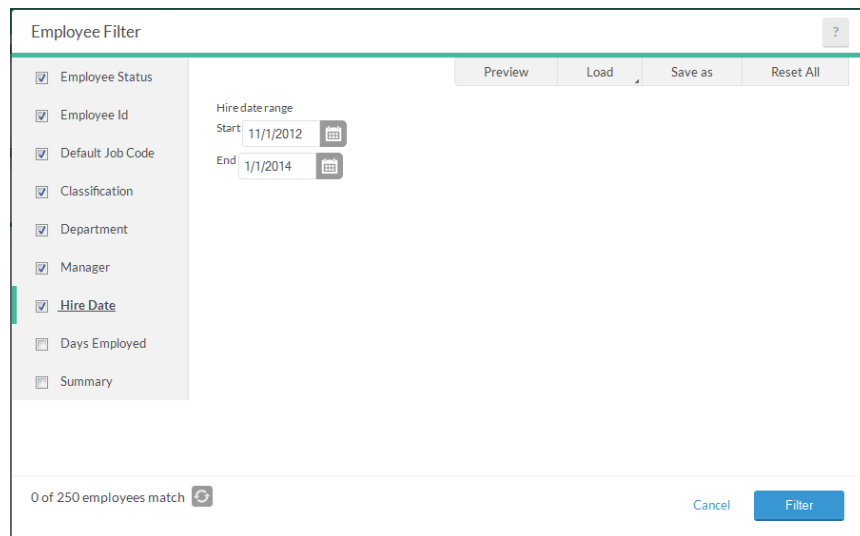
The screenshot shows the 'Employee Filter' dialog box. On the left, a list of filters includes 'Employee Status', 'Employee Id', 'Default Job Code', 'Classification', 'Department', 'Manager' (which is highlighted with a green bar), 'Hire Date', 'Days Employed', and 'Summary'. The main area shows a search bar with 'Include' and 'Search' options. Below the search bar, it says 'Showing 2 records of 2'. A table displays the results:

First name↑	Last name
<< No manager assigned >>	
Worthington B.	Schmidt

At the bottom, it indicates '0 of 250 employees match' and has 'Cancel' and 'Filter' buttons.

**Manager** gives you the ability to sort by the employees' default managers.

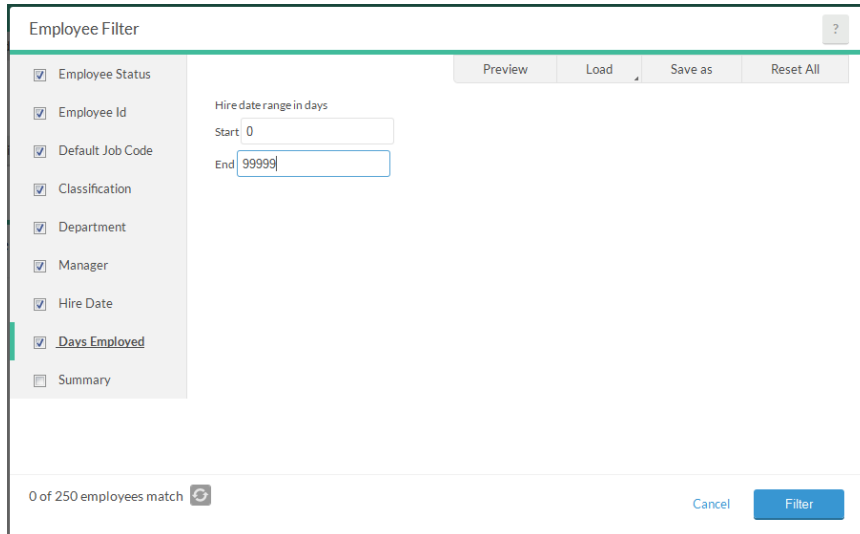
## Hire Date



The screenshot shows the 'Employee Filter' dialog box. On the left, the 'Hire Date' filter is highlighted with a green bar. The main area shows a 'Hire date range' section with 'Start' and 'End' date pickers. The 'Start' date is set to 11/1/2012 and the 'End' date is set to 1/1/2014. At the bottom, it indicates '0 of 250 employees match' and has 'Cancel' and 'Filter' buttons.

The **Hire Date** section allows you to filter all employees whose hire dates fall within the date range that you provide. This is useful if you need to see who all was hired during a certain month, year, and/or decade.

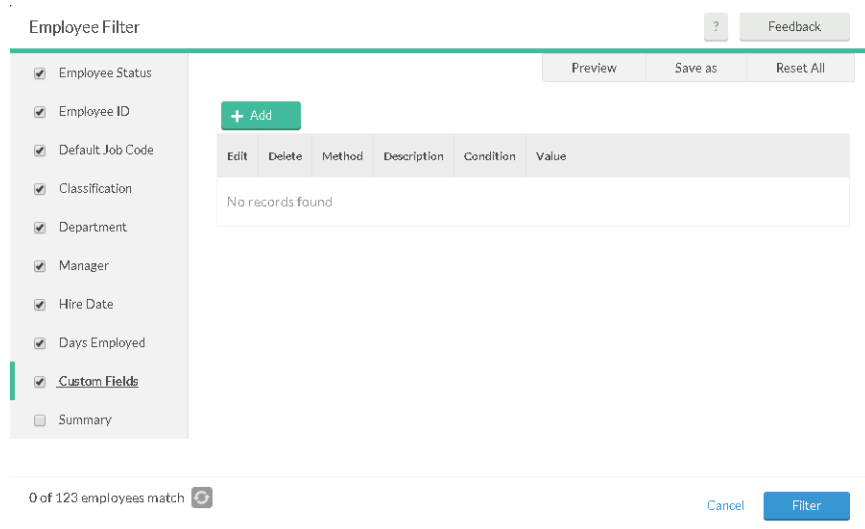
## Days Employed



The screenshot shows the 'Employee Filter' dialog box. On the left, a list of filters is shown with checkboxes: Employee Status, Employee Id, Default Job Code, Classification, Department, Manager, Hire Date, Days Employed (highlighted with a green bar), and Summary. On the right, the 'Hire date range in days' section contains two input fields: 'Start' with the value '0' and 'End' with the value '99999'. At the top right of the dialog are buttons for 'Preview', 'Load', 'Save as', and 'Reset All'. At the bottom left, it says '0 of 250 employees match' with a refresh icon. At the bottom right are 'Cancel' and 'Filter' buttons.

The **Days Employed** section will show you who all has been employed for a certain range of days since hire. This is useful for if you need to see who was hired within the last year, in which case you could enter 0 as the **Start**, and 365 as the **End**.

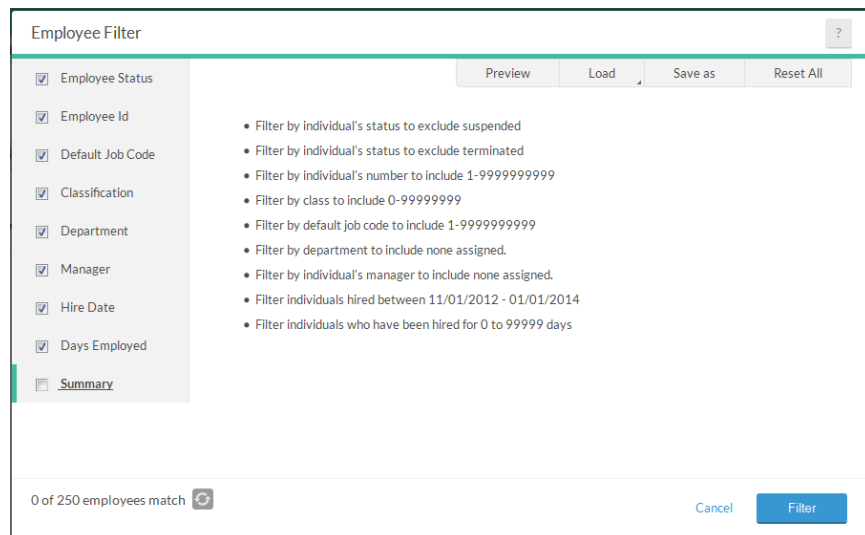
## Custom Fields



The screenshot shows the 'Employee Filter' window. On the left, a list of filter categories is shown with checkboxes: Employee Status, Employee ID, Default Job Code, Classification, Department, Manager, Hire Date, Days Employed, **Custom Fields** (highlighted), and Summary. The 'Custom Fields' section is active, displaying a table with columns: Edit, Delete, Method, Description, Condition, and Value. The table is currently empty with the text 'No records found'. Above the table is a '+ Add' button. At the top right of the window are buttons for '?', 'Feedback', 'Preview', 'Save as', and 'Reset All'. At the bottom, it shows '0 of 123 employees match' with a refresh icon, and 'Cancel' and 'Filter' buttons.

The **Custom Fields** section allows you to select a custom field, enter in criteria for that field, and display employees who match that criteria.

## Summary



The screenshot shows the 'Employee Filter' window with the 'Summary' section selected. The left sidebar shows 'Summary' highlighted. The main area displays a list of filter criteria:
 

- Filter by individual's status to exclude suspended
- Filter by individual's status to exclude terminated
- Filter by individual's number to include 1-9999999999
- Filter by class to include 0-99999999
- Filter by default job code to include 1-9999999999
- Filter by department to include none assigned.
- Filter by individual's manager to include none assigned.
- Filter individuals hired between 11/01/2012 - 01/01/2014
- Filter individuals who have been hired for 0 to 99999 days

 The top right of the window shows buttons for '?', 'Preview', 'Load', 'Save as', and 'Reset All'. At the bottom, it shows '0 of 250 employees match' with a refresh icon, and 'Cancel' and 'Filter' buttons.

The **Summary** section will provide you with a detailed summary of the filter(s) you have chosen.



## Other options

### Preview

Id	First name	Last name	Reason
16	Alice	Employee	Not filtered
25	Arnold	Kelly	Not filtered
66	Arnold	Lamos	Not filtered
91	Arnold	Jackson	Not filtered
116	Arnold	Carter	Not filtered
132	Arnold	Damer	Not filtered
151	Arnold	Karnes	Not filtered
171	Arnold	Potts	Not filtered
207	Arnold	Lamos	Not filtered

Selecting the **Preview** option will provide you with a window that shows you all employees who can be seen within the current filter.

### Load/Save As

Should you need to retain a certain filter for future use, you can do so via the **Save As** button. This will provide you with a window that allows you to create the new saved filter, delete any existing saved filters, and set up a default filter.

To load a saved filter, select the **Load** button. This will refresh the parameters of the saved filter.

### Reset All

The **Reset All** button will reset the filter to its default settings.

**For assistance please call Customer Support at: (325) 223-9300  
M-F, 9AM to 5PM CST, Excluding Holidays**