



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' window. On the left, a sidebar lists filter categories: Employee Status (checked), Employee ID, Default Job Code, Classification, Department, Manager, Hire Date, Days Employed, Custom Fields, and Summary. The main area contains checkboxes for exclusion criteria: Exclude suspended (checked), Exclude terminated (checked), Exclude salaried, Exclude full time, Exclude part time, and Exclude employees with no work status. At the top right, there are buttons for '?', 'Feedback', 'Preview', 'Save as', and 'Reset All'. 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.



Job Code

The **Job Code** section allows you to filter based on the employees' 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

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

Department

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

Location

Location allows you to filter on all available locations that have been set up on the employees.

Manager

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

Hire Date

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

Other options

Preview

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
Or visit us at: Support.TimeClockPlus.com**