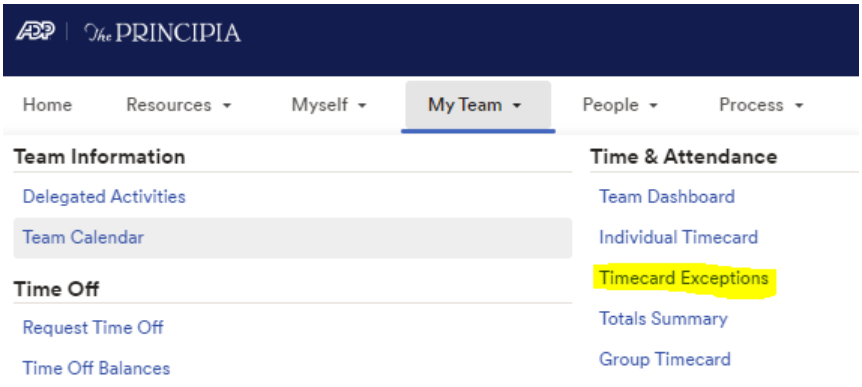
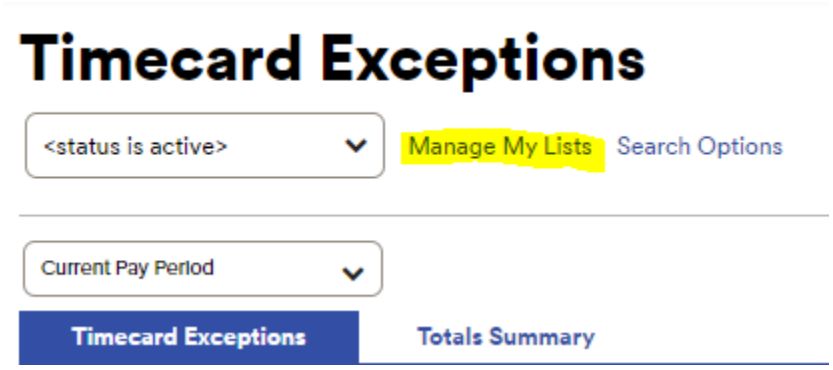
How to “Manage My Lists” (Set up Filters for Timecard Exceptions)

To “Manage My Lists” or set up filters in your Timecard Exceptions to see all or just a few of your employees:

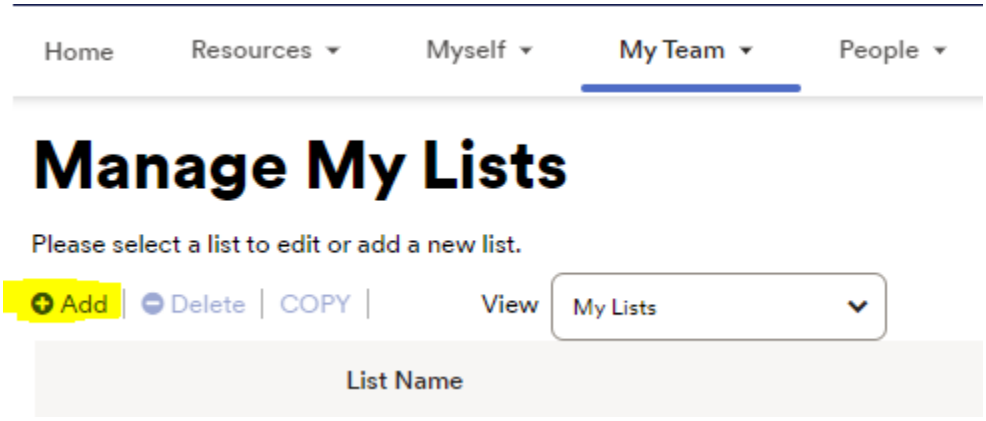
Select My Team/Time & Attendance/Timecard Exceptions



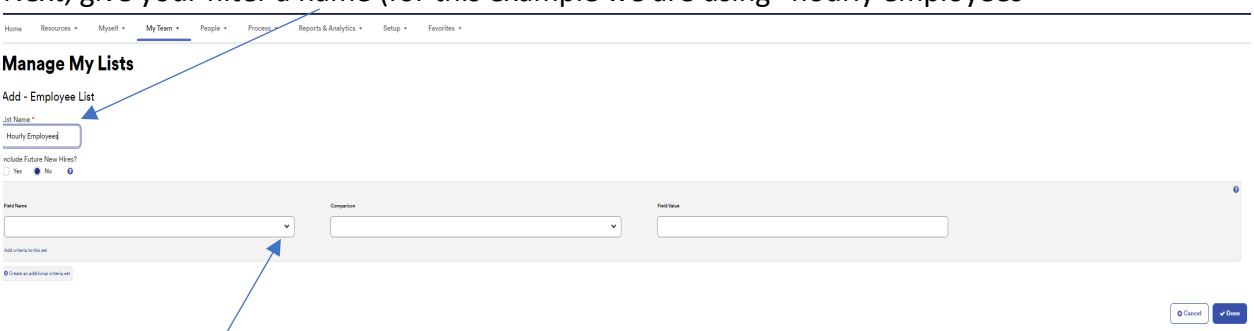
On Timecard Exceptions screen, click on Manage my Lists



On Manage My Lists screen, click on ADD



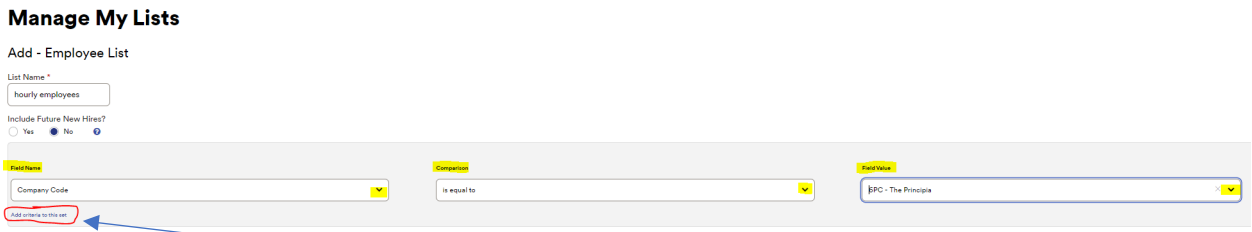
Next, give your filter a name (for this example we are using “hourly employees”



Choose a field name from drop down menu (most useful field is Company Code) and use comparison “Is equal to” and one of the fields below

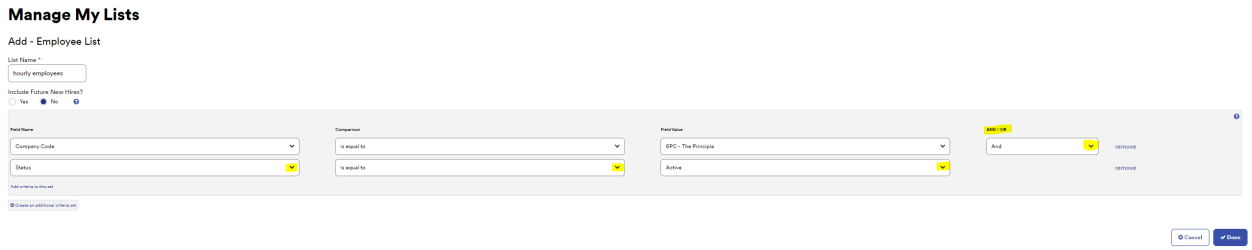
6PD – Salaried Employees
6VT – St Louis Hourly Employees
6PC – Elsah Hourly Employees

Looks like this:

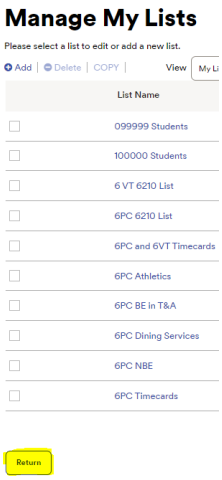


To add more filters, click on “Add Criteria to this Set”

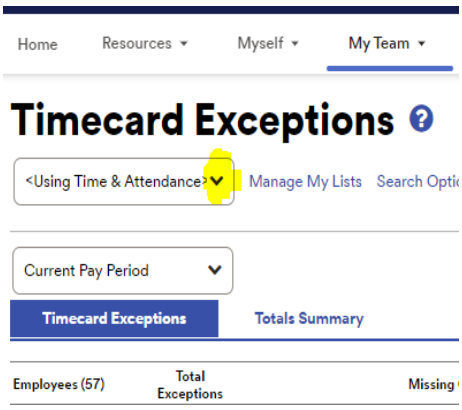
Add another filter as show below: Field Name Status is Equal to Active. (this will bring in active employees only. Select Done to save.

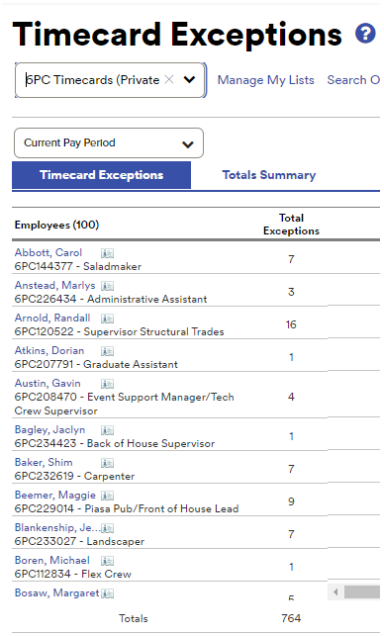


Select Return. To select filter:



Click on the drop-down arrow to open your created filter lists. Choose filter you want to use and select an employee name to view.





This is now also available for use in “Individual Timecards” by just click in the Employee Search box you can access the lists you have created and use them here too.

