

# Time/Absence MSS Dashboard – Selection Criteria

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

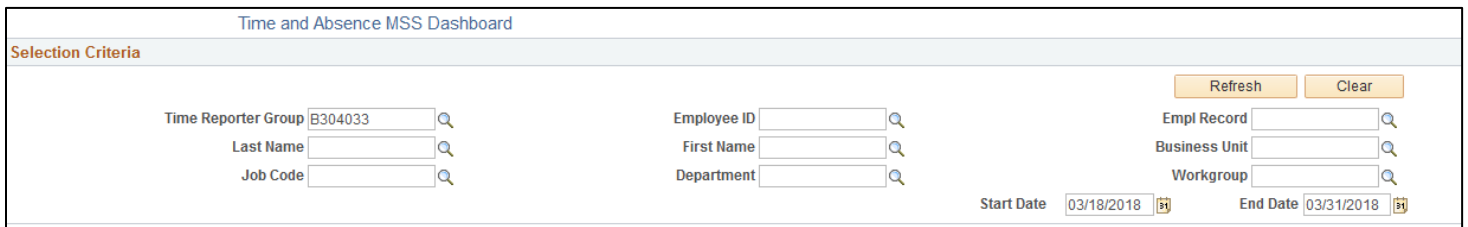
The Selection Criteria section contains the filters used to determine information that appears in each dashboard section.

## Default Information

1. Time Reporter Group – defaults based upon settings on the Manager Search Options page.
2. Date Range – defaults to current payroll being processed

## Change Criteria

1. Use magnifying glass to add/change selection criteria information
  - Date range can be changed by typing in dates or using calendar icon
2. Click the Refresh button to update all dashboard sections



The screenshot shows the 'Selection Criteria' section of the 'Time and Absence MSS Dashboard'. It features several search filters: 'Time Reporter Group' (with value 'E304033'), 'Last Name', 'Job Code', 'Employee ID', 'First Name', 'Department', 'Empl Record', 'Business Unit', and 'Workgroup'. Each filter has a magnifying glass icon. At the bottom, there are 'Start Date' and 'End Date' fields with calendar icons, showing '03/18/2018' and '03/31/2018' respectively. 'Refresh' and 'Clear' buttons are located in the top right corner.

## Change Time Reporter Group Default Value

1. Click **Manager Search Options** in the left side bar.
2. Enter new group ID in *Time Reporter Group* row or use the magnifying glass to select an assigned group ID.
3. Click **Save**.