

All Staff – Exclude substitutes and display all other staff

1. Click **Employee Filter**
2. Click **Classification**
3. Click the first drop down (defaults **Include**) and select **Exclude**
4. Leave **Manual entry** selected
5. Delete **0-99999999** and replace with **9013**
6. Click **Save as**
 - a. Name the filter All Staff
 - b. Click **Save**
7. Click **Filter**

Administration – Creates a filter for all administrators

1. Click **Employee Filter**
2. Click **Custom Fields**
3. Click **Add**
 - a. Select **Include** from the drop down
 - b. In **Custom Field** select **Group-BU**
 - c. In **Condition** select **Equals**
 - d. In **Value** type **1200**
4. Click **Save**
5. Click **Save as**
 - a. Name the filter Admin
 - b. Click **Save**
6. Click **Filter**

Instructional – Creates a filter for all instructional staff

1. Click **Employee Filter**
2. Click **Custom Fields**
3. Click **Add**
 - a. Select **Include** from the drop down
 - b. In **Custom Field** select **Group-BU**
 - c. In **Condition** select **Starts with**
 - d. In **Value** type **2**
4. Click **Save**
5. Click **Save as**
 - a. Name the filter Instructional
 - b. Click **Save**
6. Click **Filter**

Custodial – Creates a filter for custodial group

1. Click **Employee Filter**
2. Click **Job Code**
3. Click **Include**
4. **Check Exclude inactive job codes**
5. Click **Select**
 - a. Click **Deselect All**
 - b. In the Search box type **5006**
 - c. **Check box** next to 5006 Job Code
 - d. Repeat b and c with job codes 5026 and 5293
6. Click **Filter**
7. Click **Save as**

- a. Name the filter Custodial
 - b. Click **Save**
8. Click **Filter**

Instructional Assistants – Creates a filter for Instructional Assistant group (includes RMA)

1. Click **Employee Filter**
2. Click **Job Code**
3. Click **Include**
4. **Check Exclude inactive job codes**
5. Click **Select**
 - a. Click **Deselect All**
 - b. In the Search box **type 4000**
 - c. **Check box** next to 4000 Job Code
 - d. Repeat b and c with job codes 4005, 4006, 4007, 4009, 4014, 4016, 4101, 4111, 4113, 4104, 4205, 4211, 5069
6. Click **Filter**
7. Click **Save as**
 - a. Name the filter IA
 - b. Click **Save**
8. Click **Filter**

Office – Creates a filter for Office/Clerical group

1. Click **Employee Filter**
2. Click **Job Code**
3. Click **Include**
4. **Check Exclude inactive job codes**
5. Click **Select**
 - a. Click **Deselect All**
 - b. In the Search box **type 6103**
 - c. **Check box** next to 6103 Job Code
 - d. Repeat b and c with job codes 5021, 6108, 6109, 6202, 6309, 6114, 6117, 6200, 6204, 6302, 9102
6. Click **Filter**
7. Click **Save as**
 - a. Name the filter Office
 - b. Click **Save**
8. Click **Filter**

Additional or other filters can be created to meet specific needs; please see the Managing Filters guide for directions on how to create other filters.

Loading Filters

Once created, filters can be accessed from any screen that has an Employee Filter. To access a previously created filter:

1. Click **Employee Filter**
2. Click **Load**
3. Select a filter
4. Click **Filter**

A list of job classes associated with your school can be created by exporting an employee list from Munis Employee Inquiry.