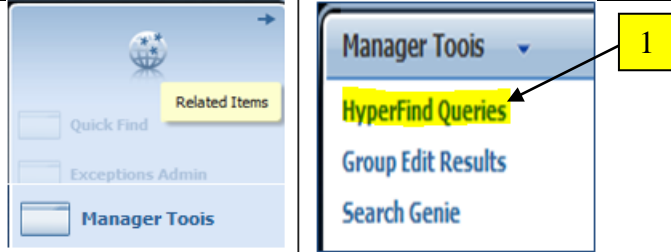


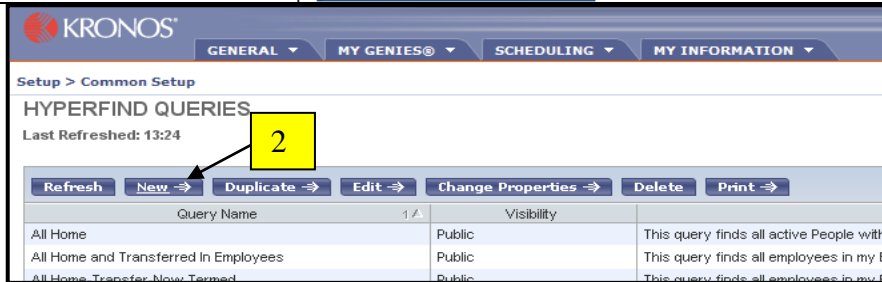
# Creating a HyperFind – Select by PayRule

## Creating your customized employee list

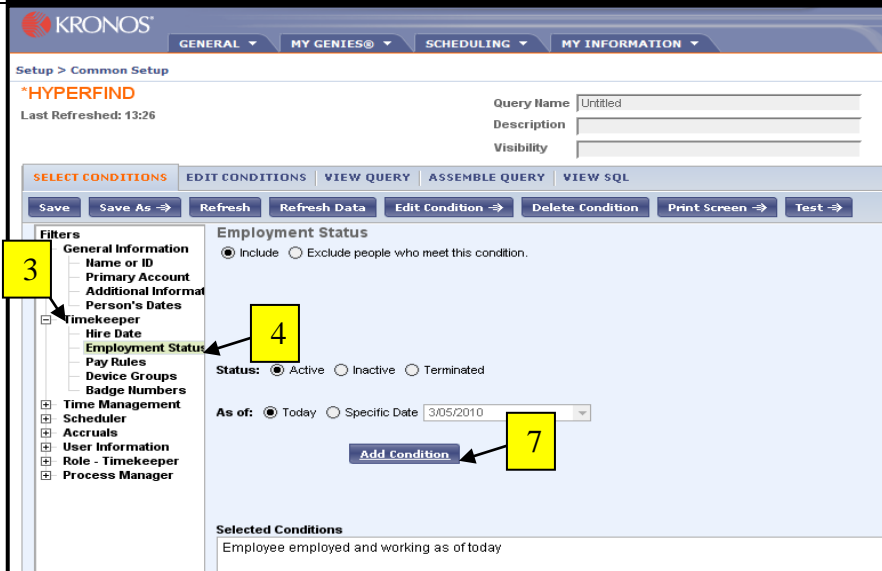
Log into Kronos.  
Go to **Manager Tools** in your Related Items.  
1. Select **HyperFind Queries**.



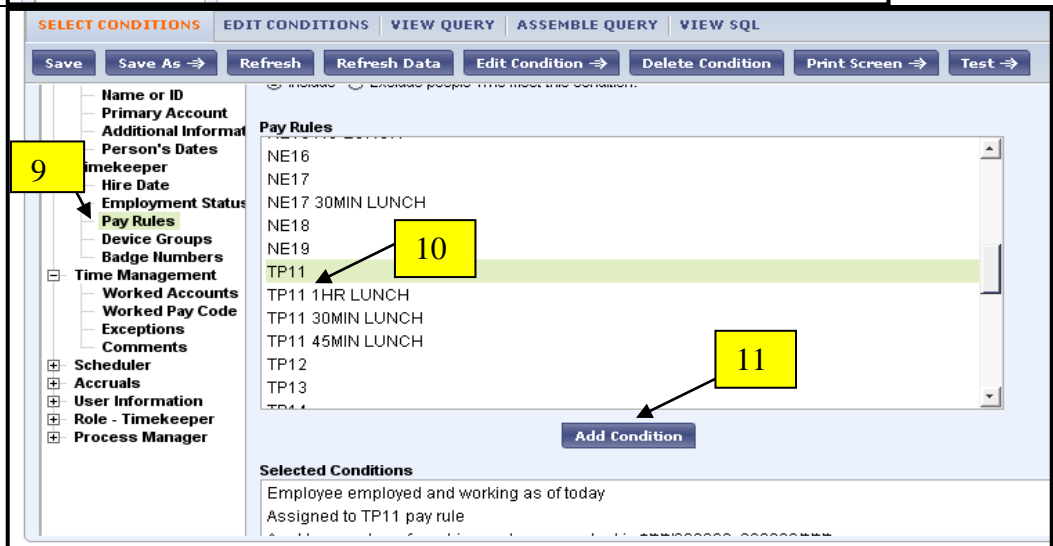
2. Click on **New**



3. Go to **Timekeeper** under Filters.  
4. Select **Employment Status**  
5. Make sure **Include** is selected under *Employment Status*  
6. Make sure **As of: Today** is selected  
7. Select **Add Condition**



8. Go to **TimeKeeper** under Filters.  
9. Select **Pay Rules**  
10. Select the **Pay Rule** you would like to select employees for.  
11. Select **Add Condition**



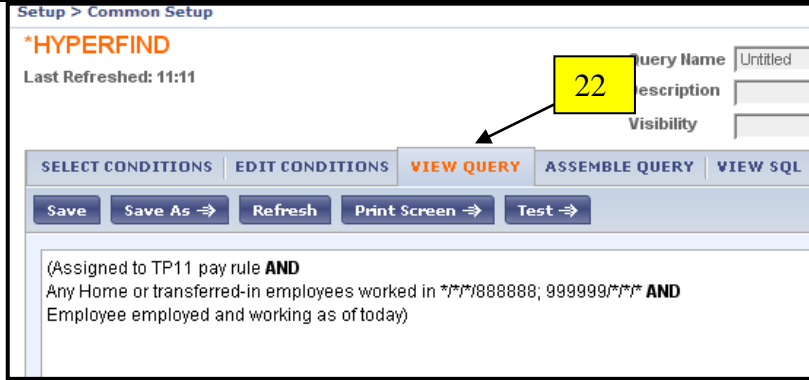
# Creating a HyperFind – Select by PayRule

8. Go to **General Information** under Filters.
9. Select **Primary Account**
10. Select the **circle** next to Department
11. If you want to select by Position, **Select the circle next to Position** and then follow the steps below for adding a position number. **Remember to add the 8 digit position number not 6.**
12. Type in the Department Org in the **Name and Description** box of the department you want to see.
13. Highlight it and Click on the **Add** button.
14. Select **Add Condition**

15. Go to **Time Management** under Filters.
16. Select **Accounts**
17. Select the **circle** next to Department
18. If you want to select by Position, **Select the circle next to Position** and then follow the steps below for adding a position number. **Remember to add the 8 digit position number not 6.**
19. Type in the Department Org in the **Name and Description** box of the department you want to see.
20. Highlight it and Click on the **Add** button.
21. Select **Add Condition**

# Creating a HyperFind – Select by PayRule

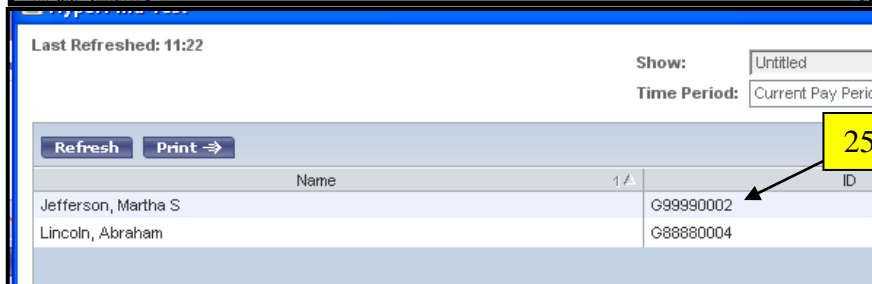
22. Select **View Query** tab  
 23. Query should look like screen shot



24. Now it's time to Test your query by selecting the **Test** button.

25. If it runs successfully names will appear. Then **click on the Orange box with the X** to close the test window.

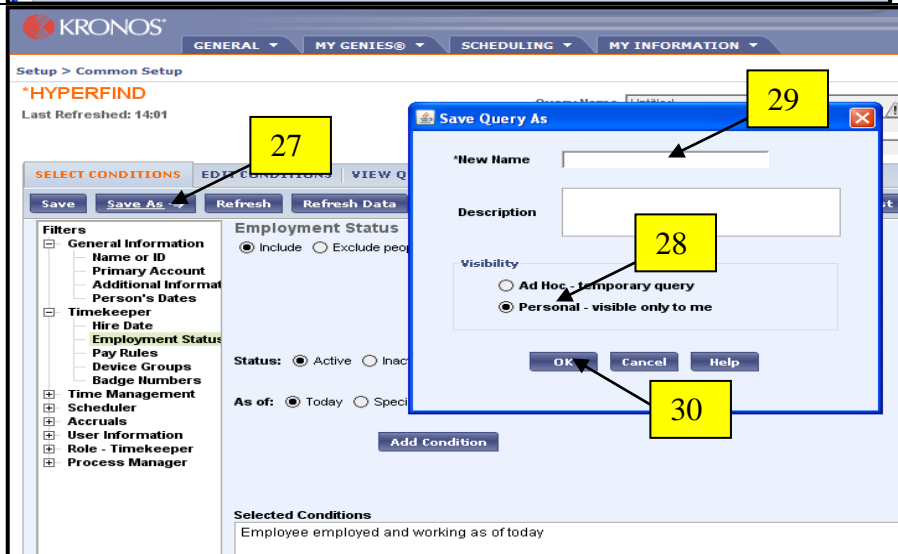
26. If it takes more than *10 minutes* for names to appear then **click on the Orange box with the X** to close the test window. Give *Zendra Barr* a call and she can help you with it.



27. Select **Save As**  
 28. Select **Personal – visible only to me**  
 29. Give your personal list a **New Name** and **Description**.  
 30. Click **OK**

You will now find this list in your **Show** drop down list.

NOTE: Once saved, customized lists can be edited, but can only be deleted by Payroll.



# Creating a HyperFind – Select by PayRule

31. To view HyperFind go back to your **Pay Period Close** or **Hours Summary Genie**.

32. Under *Show* Select the HyperFind you just made.

The screenshot shows the Kronos Genie interface for 'PAY PERIOD CLOSE'. The 'Show' button is circled, and its dropdown menu is open, displaying a list of HyperFind options. A yellow box with the number '32' highlights the 'TP11 Employees' option. The main table below the dropdown lists employee records with columns for CWid, Name, Banner Org Num, and Department Name.

CWid	Name	Banner Org Num	Department Name
G88880001	Bush, George W	888888	TEST 1 DEPARTMENT
G99990001	Bush, Laura W	999999	TEST 2 DEPARTMENT
G10279255	Cisneros, Katherine	888888	TEST 1 DEPARTMENT
G99990003	Clinton, Hillary R	999999	TEST 2 DEPARTMENT
G88880003	Clinton, William J	888888	TEST 1 DEPARTMENT
G99990002	Jefferson, Martha S	999999	TEST 2 DEPARTMENT
G88880002	Jefferson, Thomas	888888	TEST 1 DEPARTMENT
G88880004	Lipold, Abraham	888888	TEST 1 DEPARTMENT

Note:

If you would like to have the HyperFind query you created assigned to another timekeeper then please e-mail [timerep@gwu.edu](mailto:timerep@gwu.edu) with the timekeepers name and the Hyperfind name.