Creating a HyperFind – Select by Hard Coded Employee GWid

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

8. Go to General Information under Filters. 9. Select Name or ID
10. Under Search by Select the drop down arrow and select By ID
11. Enter the GWid in the Search for box. If the * is there you can leave the ‘G’ off
12. Select search after entering in the GWid
13. A person should appear in the Search Results Box
14. Add Condition and this will add them to the Selected Conditions.
15. Select View Query tab
16. If Query does not have all OR’s then follow the next steps.

17. Select Assemble Query tab
18. Select Disassemble button
19. Highlight all your records and select the OR button. When you’re done it should look like the screen shot.

20. Now it’s time to Test your query by selecting the Test button.
21. If it runs successfully names will appear. Then click on the Orange box with the X to close the test window.
22. 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.
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23. Select **Personal**
24. Give your personal list a **New Name** and **Description**.
25. Click **Save**

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

26. To view HyperFind go back to your **Pay Period Close** or **Hours Summary Genie**.
27. Under your **HyperFind box** Select the HyperFind you just made.

**Note:**
If you would like to have the HyperFind query you created assigned to another timekeeper then please e-mail **timerp@gwu.edu** with the timekeepers name and the Hyperfind name.