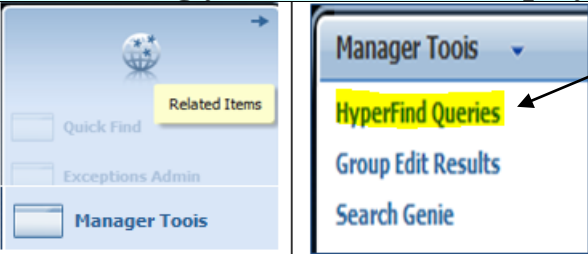
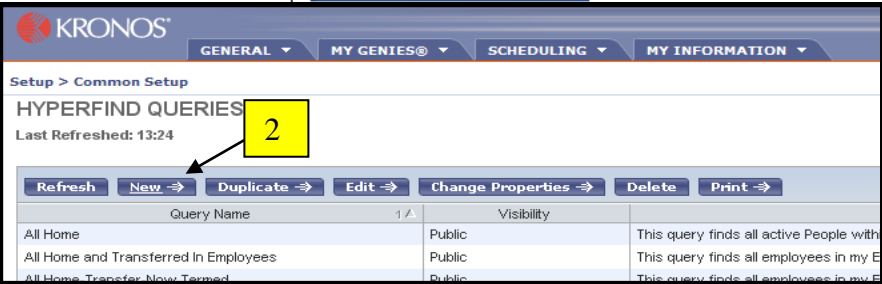
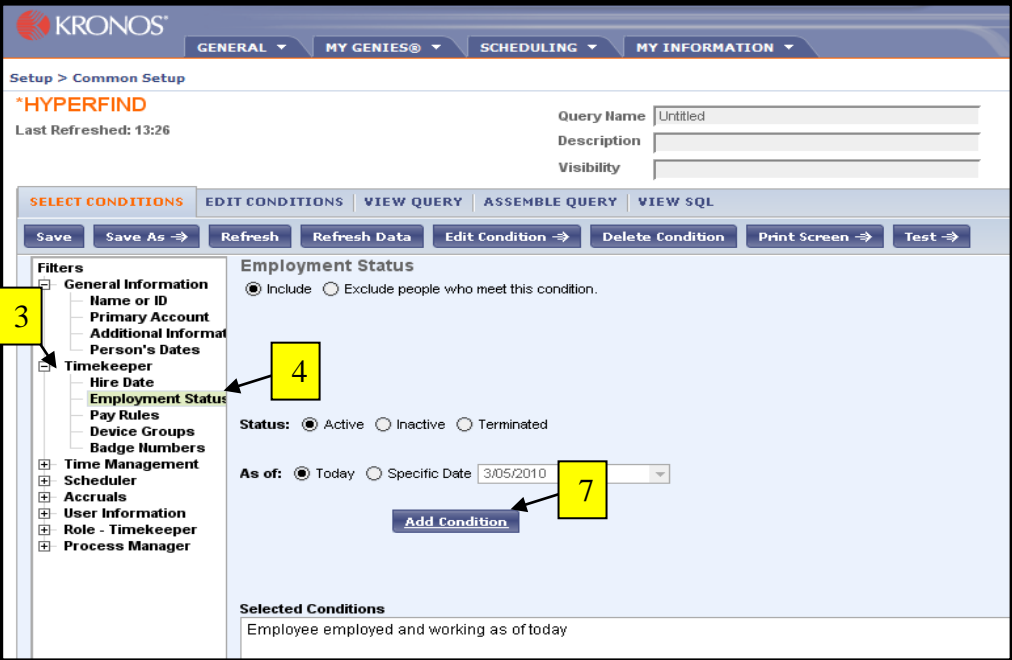


Creating a HyperFind – Select by Department or Position

Creating your customized employee list

<p>Log into Kronos. Go to Manager Tools in your Related Items. 1. Select HyperFind Queries.</p>	
<p>2. Click on New</p>	
<p>3. Go to Timekeeper under Filters. 4. Select Employment Status 5. Make sure Include is selected under <i>Employment Status</i> 6. Make sure As of: Today is selected 7. Select Add Condition</p>	

Creating a HyperFind – Select by Department or Position

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**

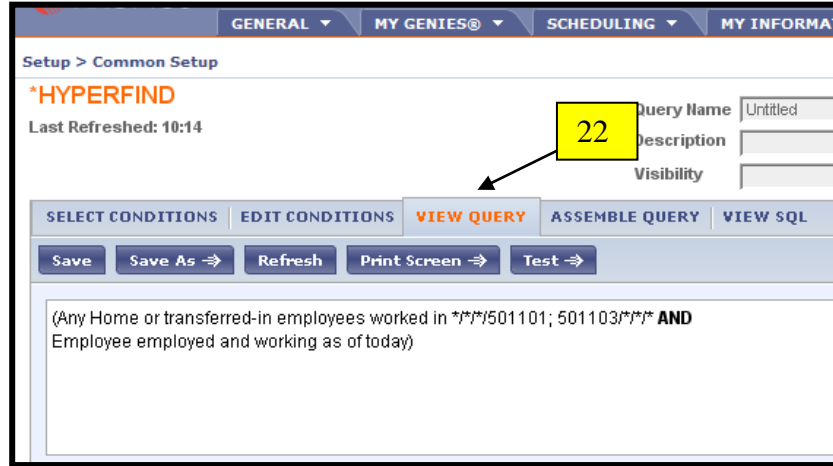
This screenshot shows the 'General Information' filter page. The 'Name or Description' field contains '10246700'. The 'Department' radio button is selected. The 'Position' radio button is also selected. The 'Add Condition' button is highlighted. A list of 'Selected Conditions' is visible at the bottom.

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**

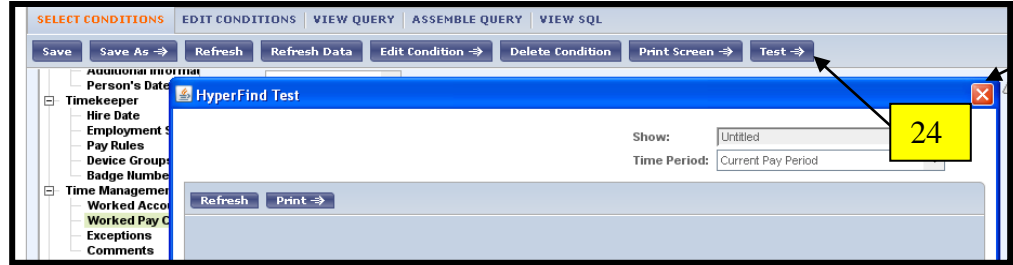
This screenshot shows the 'Time Management' filter page. The 'Name or Description' field contains '10246800'. The 'Department' radio button is selected. The 'Position' radio button is also selected. The 'Add Condition' button is highlighted. A list of 'Selected Conditions' is visible at the bottom.

Creating a HyperFind – Select by Department or Position

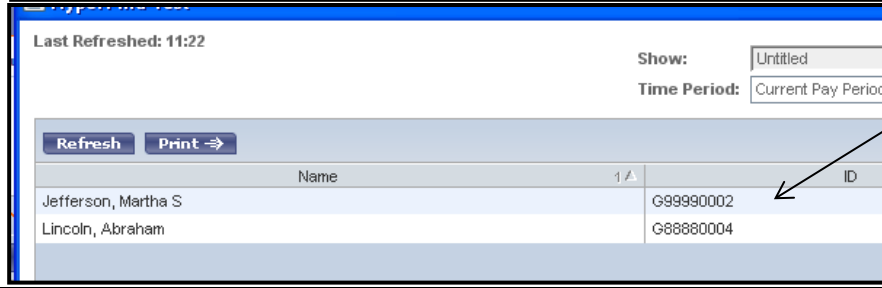
22. Select **View Query** tab
 23. Query should look like screen shot



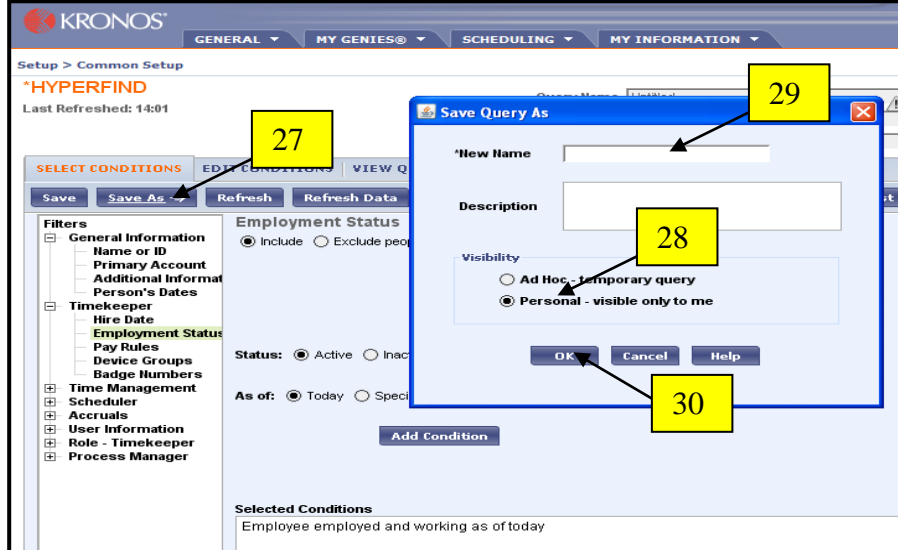
24. Now it's time to Test your query by selecting the **Test** button.
 25. If it runs successfully names will appear. Then **click on the Orange box with the X** to close the test window.



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.

Creating a HyperFind – Select by Department or Position

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

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

KRONOS
GENERAL | MY GENIES® | SCHEDULING | MY INFORMATION

Timecard | Schedule | People | Reports

PAY PERIOD CLOSE
Last Refreshed: 11:42

Time Period

Actions | Punch | Amount | Schedule | Approvals

GWid	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	Lincoln, Abraham	888888	TEST 1 DEPARTMENT

Dropdown menu options:
 All Home and Transferred In Emplo...
 All Home
 All Home and Scheduled Job Trans
 All Home and Transferred-in*
 All Home and Transferred In Empl
 All Home-Transfer-Now Termin
 Profile Query
 OPER
 Payroll Services
 Timekeeper EE's
 TP11 Employees
 WORKSTUDY

Buttons: Edit, Refresh

Number 32 highlights 'TP11 Employees'.

Note:

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