Creating a HyperFind – Select by Department or Position

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 Primary Account
10. Select the Department Tab
11. If you want to select by Position, Select Position tab and 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 or Update Condition
15. Go to Time
Creating a HyperFind – Select by Department or Position

1. Select **Accounts**
2. Select **Department Tab**
3. Select **Position Tab** and then follow the steps below for adding a position number.
4. **Remember to add the 8 digit position number not 6.**
5. Type in the Department Org in the **Name and Description** box of the department you want to see.
6. Highlight it and Click on the **Add** button.
7. Select **Add Condition**
8. Select **View Query** tab
9. Query should look like screen shot
10. Now it’s time to Test your query by selecting the **Test** button.
11. If it runs successfully names will appear. Then click on the Orange box with the X to close the test window.
12. 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.
Creating a HyperFind – Select by Department or Position

27. Select Personal
28. Give your personal list a New Name and Description.
29. Click Save

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

<table>
<thead>
<tr>
<th>27</th>
<th>28</th>
<th>29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visibility</td>
<td>Personal</td>
<td>Query Name</td>
</tr>
<tr>
<td>Select Conditions</td>
<td>Assemble Query</td>
<td>View SQL</td>
</tr>
<tr>
<td>Save</td>
<td>Save As</td>
<td>Return</td>
</tr>
</tbody>
</table>

30. To view HyperFind go back to your Pay Period Close or Hours Summary Genie.
31. Under the Hyperfind box Select the HyperFind you just made.

<table>
<thead>
<tr>
<th>30</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>PayFind/Close to Payroll</td>
<td></td>
</tr>
<tr>
<td>Select Programs</td>
<td>Pay Period</td>
</tr>
</tbody>
</table>

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.