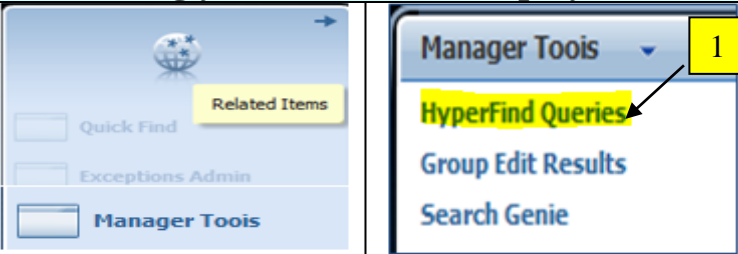
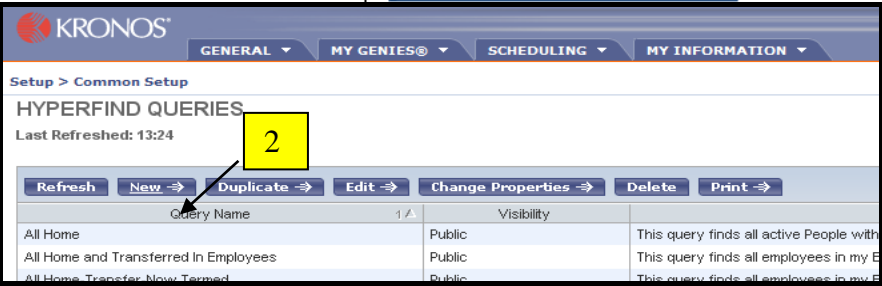
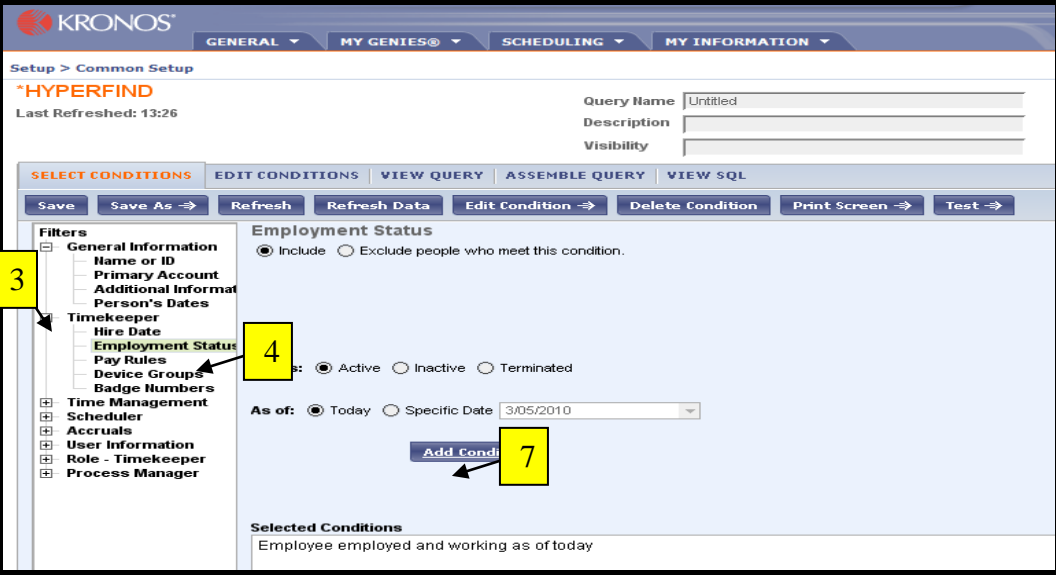
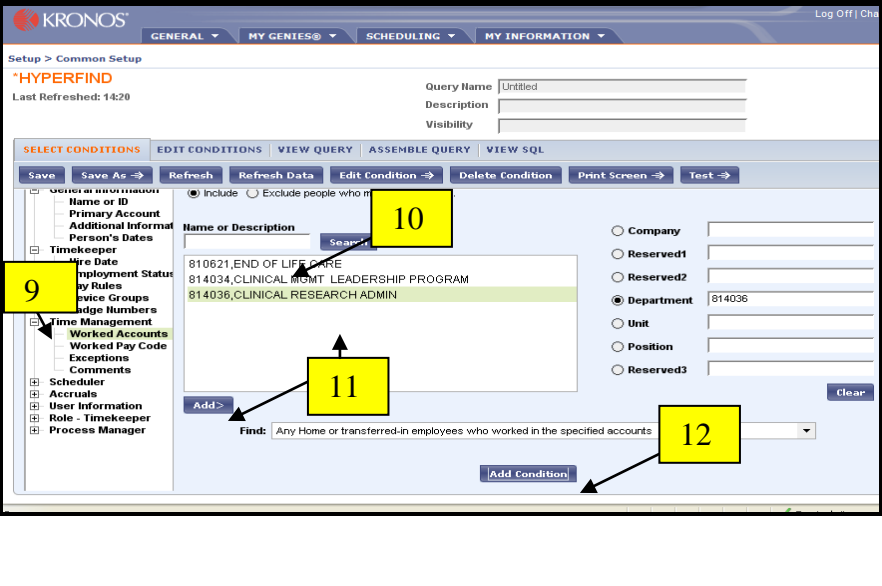


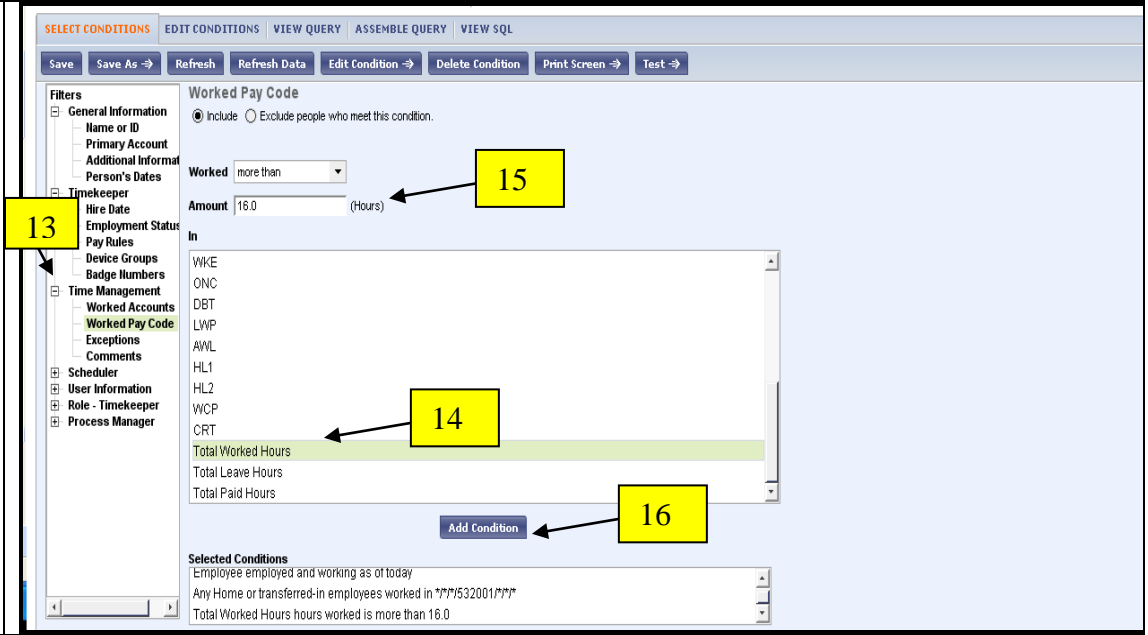
# Creating a HyperFind – Total Hour Worked – Over 16hrs

## Creating your customized employee list

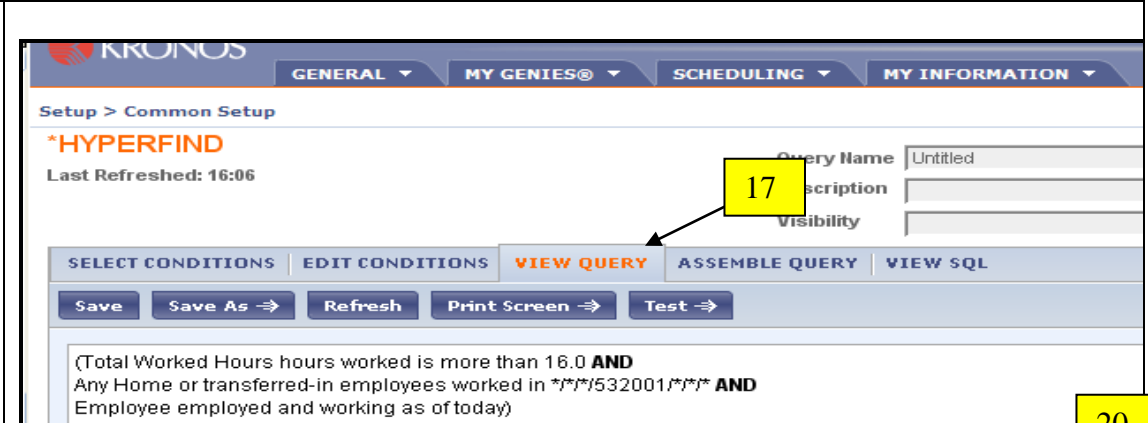
<p>Log into Kronos. Go to <b>Manager Tools</b> in your Related Items. 1. Select <b>HyperFind Queries</b>.</p>	
<p>2. Click on <b>New</b></p>	
<p>3. Go to <b>Timekeeper</b> under Filters. 4. Select <b>Employment Status</b> 5. Make sure <b>Include</b> is selected under <i>Employment Status</i> 6. Make sure <b>As of: Today</b> is selected 7. Select <b>Add Condition</b></p>	
<p>8. Go to <b>Time Management</b> under Filters. 9. Select <b>Worked Accounts</b> Select the circle next to Department 10. Type in the Department Org in the <b>Name and Description</b> box of the department you want to see. 11. Highlight it and Click on the <b>Add</b> button 12. Select <b>Add Condition</b>.</p>	

# Creating a HyperFind – Total Hour Worked – Over 16hrs

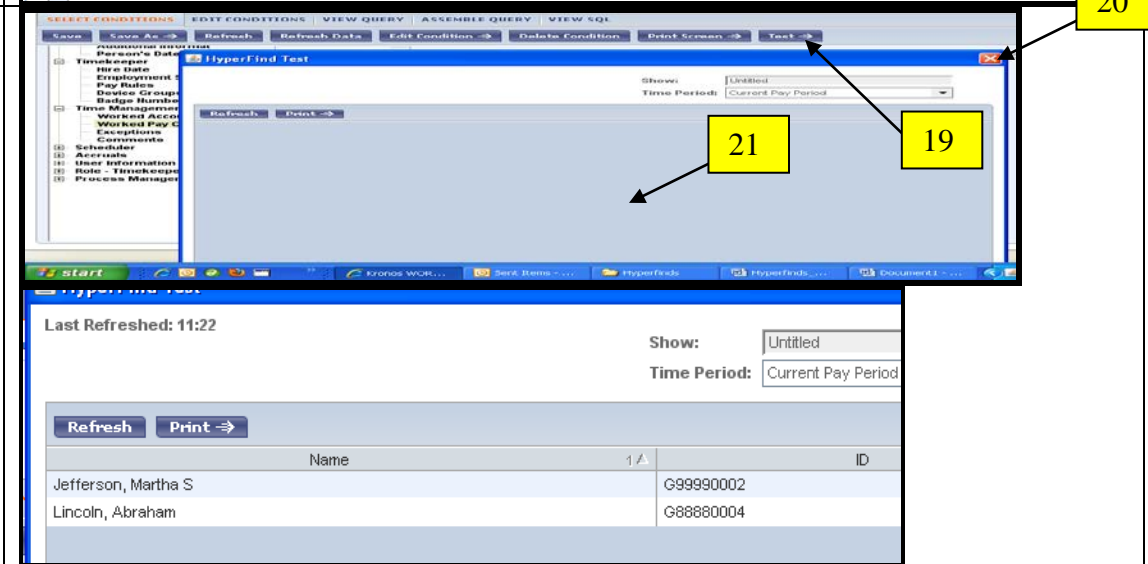
13. Under *Time Management* Select **Worked Pay Code**  
 14. Select an Option you're looking for. In this case **Total Worked Hours**.  
 15. In the **Amount** box put down how many Total Worked Hours in a day you want selected? (*In this example I put Worked more than 16 hours.*)  
 16. Click on **Add Condition**



17. Select **View Query** tab  
 18. Query should look like screen shot



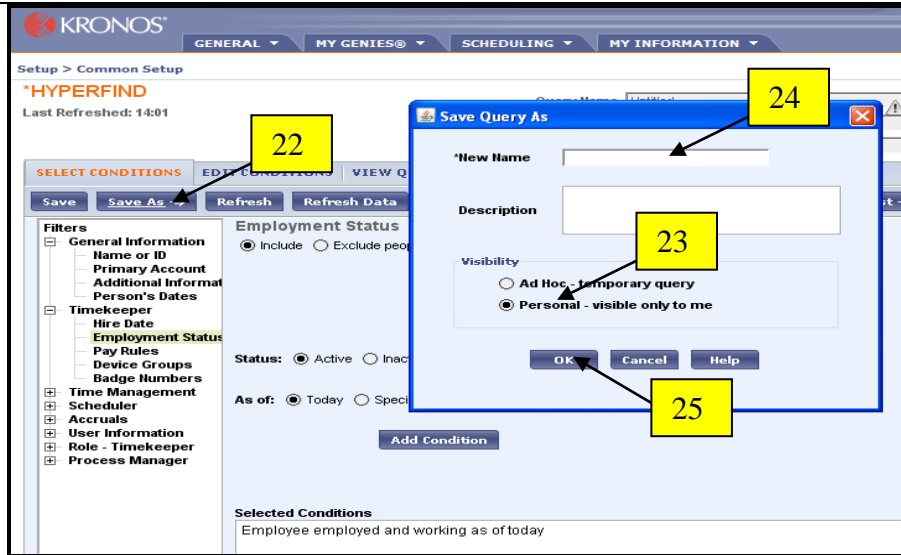
19. Now it's time to Test your query by selecting the **Test** button.  
 20. If it runs successfully names will appear. Then **click on the Orange box with the X** to close the test window.  
 21. If it takes more than *10 minutes* for names to appear then **click on the Orange box with the X** to close the test window.  
 Give **Zendra Barr** a call and she can help you with it.



# Creating a HyperFind – Total Hour Worked – Over 16hrs

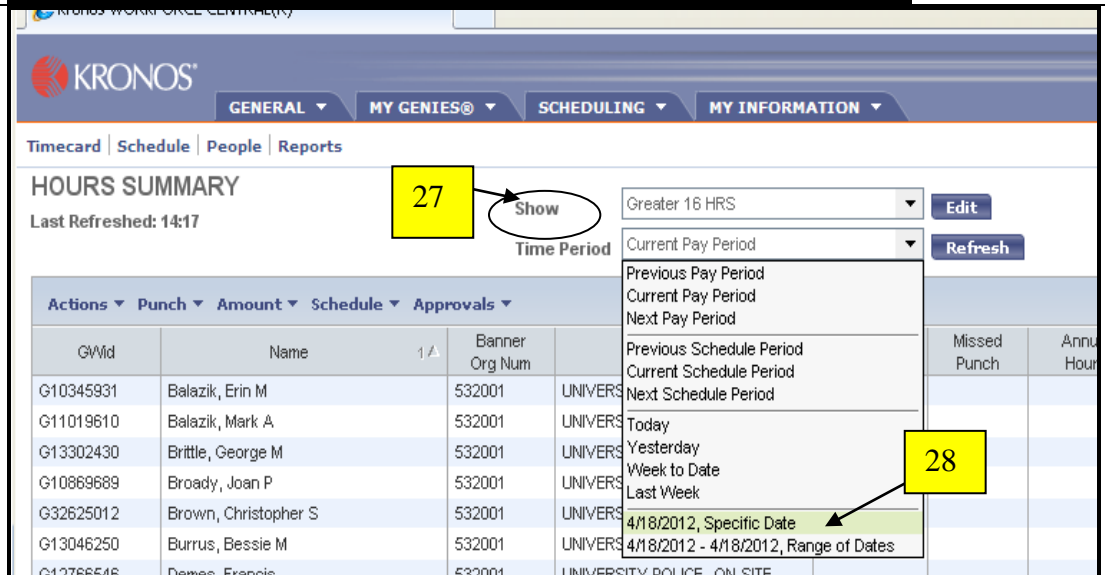
22. Select **Save As**
23. Select **Personal – visible only to me**
24. Give your personal list a **New Name** and **Description**.
25. Click **OK**

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**.

27. Under **Show** Select the **HyperFind** you just made.
28. In the drop down selection Select **Specific Date** and enter in the date you want to see employees who have **Total Hours Worked over 16**.



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.