Creating a HyperFind – Select by PayRule

Creating your customized employee list

1. Log into Kronos.
2. Go to Manager Tools in your Related Items.
3. Select HyperFind Queries.
4. Click on New.
5. Go to Timekeeper under Filters.
7. Make sure As of: Today is selected.
8. Select Add Condition.
9. Go to TimeKeeper under Filters.
10. Select the Pay Rule you would like to select employees for.
11. Select Add Condition.
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12. Go to Time Management under Filters.
13. Select Accounts
14. Select the circle next to Department
15. Type in the Department Org in the Name and Description box of the department you want to see.
16. Highlight it and Click on the Add button
17. Select Add Condition.

18. Go to Time Management under Filters.
19. Select Accounts
20. Select the circle next to Position
21. Type in the Position in the Name or Description box for the position you’re looking for.
22. Highlight it and Click on the Add button.
23. Select Add Condition

24. Select View Query tab
25. Query should look like screen shot
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26. Now it’s time to Test your query by selecting the Test button.
27. If it runs successfully names will appear. Then click on the Orange box with the X to close the test window.
28. 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.

29. Select Save As
30. Select Personal – visible only to me
31. Give your personal list a New Name and Description.
32. 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.

33. To view HyperFind go back to your Pay Period Close or Hours Summary Genie.
34. Under Show 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 timerep@gwu.edu with the timekeepers name and the Hyperfind name.