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 Condition
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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**

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**
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.
31. To view HyperFind go back to your Pay Period Close or Hours Summary Genie.
32. 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.