Creating a HyperFind – Total Hour Worked – Over 16hrs

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

8. Go to Time Management under Filters. 9. Select Worked Accounts Select the circle next to Department 10. Type in the Department Org in the Name and Description box of the department you want to see. 11. Highlight it and Click on the Add button 12. Select Add Condition.
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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.
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 with the timekeepers name and the Hyperfind name.