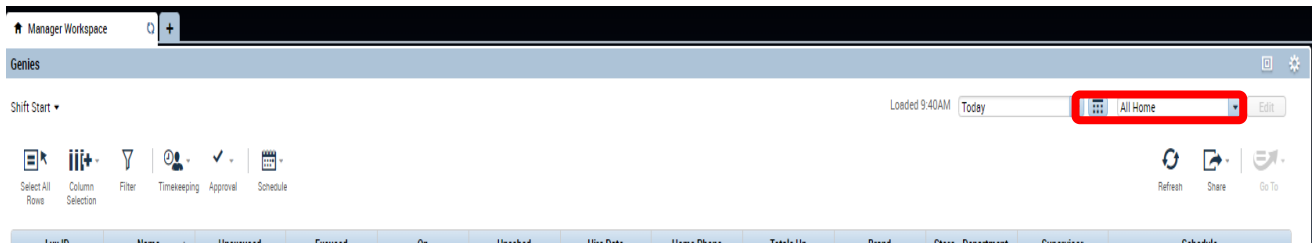


Self-Service: Creating a Hyperfind

As a supervisor, you have access to several employees and may have a large employee roster. With a Hyperfind, you can create a smaller group within your employee roster for quick and easy access. In addition, if you manage multiple teams and shifts, a Hyperfind helps create sub-groups to help filter employees and smaller teams. In this job aid, you will learn how to create a Hyperfind.

Approving your timecard

- 1 Access the **Kronos** log on page.
- 2 Log in using your credentials.
- 3 In the Manager workspace, click on the “All Home” drop-down menu.



- 4 In the drop down menu, click on 'New'
- 5 Allow the page to refresh so that the 'Hyperfind Queries' page opens
- 6 In the 'Query Name' box, enter the name that you would like to assign to the Hyperfind Query. In this example, the query has been named “personal”.

HYPERFIND QUERIES

Last Refreshed: 9:41am

Visibility: Personal

Query Name: Description:

Filter

- General Information
 - Name or ID
 - Primary Account
 - Additional Information
 - Person's Dates
- Timekeeper
- Time Management
- Scheduling
- Accruals
- User Information
- Role - Timekeeper
- Process Manager

NAME OR ID

Include Exclude people who meet this condition

Search by: By Last Name

Choose Specific People

Search for:

Selected Items:

Use Single Wildcard

Selected Conditions:

No conditions...

7 In the 'Name or ID' drop-down, select the field that should be searched for the employee detail

NAME OR ID
 Include Exclude people who meet this condition

Search by ▼

▼ Choose S

Search for

8 Type in the employee's full or partial name or ID number and then click on the 'search' button

Search for

9 All matching results will appear in the search box below if there are multiple results; otherwise, just the single result will appear. Click on the right employee name to highlight the name in gray and then click on '>>' button to move it to the 'Selected Items' box.

Search for

10 Once the employee has been added to the 'Selected Items' box, click on the 'Add' button to link the employee to this particular hyperfind.

Search for

Selected Conditions

No conditions...

11 Once all employees have been added to the 'Selected Items' list, click on the 'Save As' button and your Hyperfind will be finalized and saved for future use.

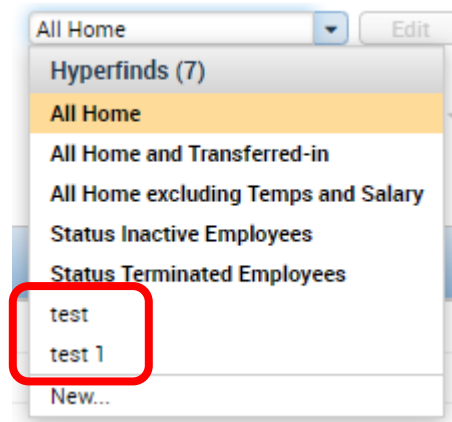
Conditions

me is Alvarado, Reyes

- 12** You will now be able to easily refer to and utilize your Hyperfind to easily and quickly locate a specific set of employees. Simply return to the Manager Workspace and click on the 'All Home' drop down



- 13** Click on the drop down and all of your Hyperfinds will be listed for use. Simple click on the name to access and utilize the Hyperfind.



- 14** If any edits are needed to the Hyperfind, for instance, if employees need to be added or removed due to change in business unit or employment, simply select the Hyperfind from the drop-down menu and then click on the 'Edit' option to update employees in the Hyperfind

