Electronic Timekeeping Job Aid

BUILDING HYPERFINDS QUERIES

A HyperFind Query is a way within Kronos that allows you to find people who match certain criteria chosen by you, the user. A HyperFind Query can be configured to bring back a list of employees based on criteria from one limiting factor or many. Using HyperFind Queries can help you, as the user, mold lists or reports into useful information for your organization.

Create a New Query

1 Click on *any* **Show** drop down menu

2 Click on **New**

3 Select one of the Filters you would like to use. For example click on **Timekeeper**

4 Click the **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 **Timekeeper** under Filters.

9 Select **Pay Rules**

10 Select the Pay Rule you would like to select employees for.

11 Select **Add Condition**

**12** Select View Query tab (query should look like the screen shot).

> **Note!** To view a Hyperfind, go back to your **Pay Period Close** or **Reconcile Genie.** Under **Show** select the Hyperfind you just made.

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Test Your Query

To test your query, select the test button. If it runs successfully names will appear. Click on the Orange box with the X to close the test window.
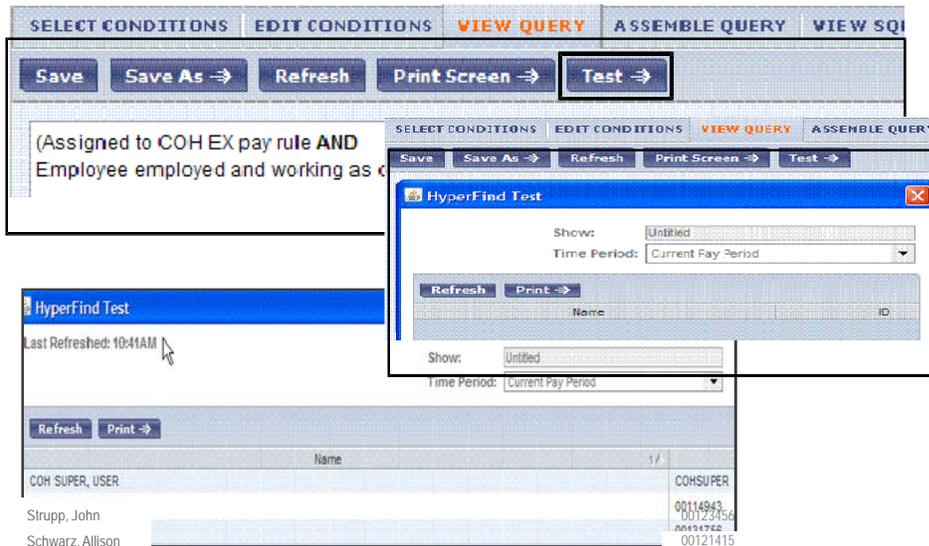
1 Select the **Test button**
If it runs successfully names will appear. Then click on the to close the test window.

2 Select **Save As**

3 Select **Personal – visible only to me**

4 Give your personal list a **New Name** and **Description**.

5 Click **OK**

You will now find this list in you **Show** drop down list.
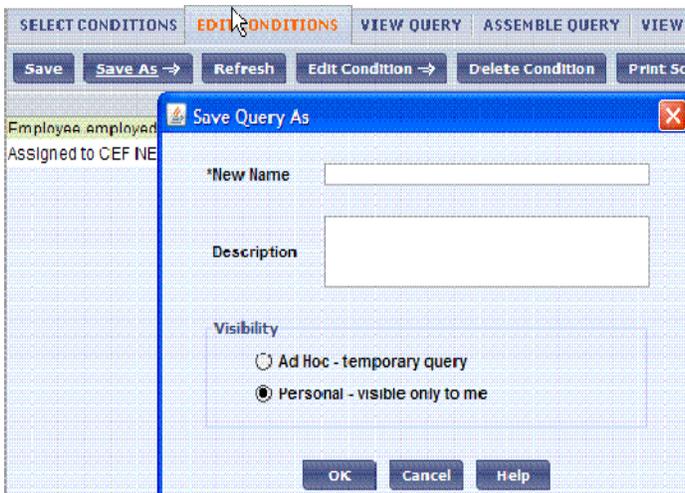
Once saved, Hyperfinds can be edited. Go to the **edit selections** tab and double-click on the condition you want to edit.

The Edit Pay Rule Condition will appear, select a different group and then click **Update.**

Note!

Personal-You can use personal queries to search for people based on criteria not available in a public query, for example, employee id or labor account. Personal queries will not show up on the public list, Payroll Services can assign their personal queries to others.

Ad Hoc-These are useful in unique situations for which no public or personal queries are created. You create and save ad hoc queries for use during the current session only, Ad Hoc resets to "All Home" at log off. If you find that you are using the same ad hoc query over and over, you may want to create it as a personal query to use as needed.