Building a hyperfind to identify COVID19 – Admin Leave usage

1. On the Manage My Department page, click on the dropdown arrow beside QuickFind and select **Total Hours**. Once you have selected a genie other than the default QuickFind, the Hyperfind dropdown appears in the upper-right side of the page. It usually defaults to **All Home** as shown in the below screenshot; the **Edit** command may or may not be grayed out.

![Hyperfind dropdown](image)

2. Click on the dropdown arrow and select **New...** from the bottom of the menu.

![New... option](image)

3. A Hyperfind Queries screen appears. This is where you can create new hyperfinds and edit existing ones.

4. The first step is to give your hyperfind a name. In the upper-left corner of the page, find the **Visibility** menu, which defaults to **Ad Hoc**. Click on the dropdown arrow beside Visibility and select **Personal**.

![Visibility](image)

5. Once you have selected Personal, the **Query Name** field becomes available. Enter the name of your hyperfind there.

![Query Name](image)
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6. In the Select Conditions area on the left side of the page, click on the plus sign beside Time Management, and then click on Pay Code.

7. To set up the filter conditions, start by specifying that you want to view employees with hours in this category. Make sure that the “Include” box is marked, the Worked dropdown reads “more than” and enter a zero in the Amount column, as shown below:

8. In the In box, scroll through the list of pay codes and select COVID19 – Admin Leave.

9. Click on the Add button at the bottom of the window, so that the conditions you have specified appear in the textbox.

10. Once you have selected all criteria, click on the Save command in the lower-right corner. The Hyperfind Queries page disappears, and you are back on the Manage My Department page with the Total Hours genie displaying. It is now filtering to only show employees who have COVID19 – Admin Leave in an amount greater than zero.

Note: you can use this genie when you have the Timecards tab open as well. Review the Using a hyperfind in other parts of Kronos documentation for more information.