Building a hyperfind to view a supervisor’s direct reports

Hyperfinds are queries that you create to allow you to find people who match specific criteria, such as the person they report to, the department they are in, or the type of position they hold. Because Kronos is configured to show supervisors all of their direct reports, plus anyone who reports to their direct reports, you may find it useful to create a hyperfind to show you specific groups of employees.

Once you have created a hyperfind, you can use it to filter your view of timecards, leave requests, schedules, and data returned in any of the genies. See Using hyperfinds in other parts of Kronos for more information.

Note: the below directions will filter to show all active employees who are assigned to the specific supervisor, whether they have logged time in Kronos or not.

Information needed in advance
To create a hyperfind listing direct reports for a specific supervisor, you must identify the employee ID of each supervisor you want to include in a hyperfind.

How do you know what employee ID to use?
Use the Quick Find search on your Manage My Department page. Enter the employee’s last name and click on the magnifying glass icon to search for the employee.

When the list of employees with that last name appears, the employee ID appears in the ID column.

Steps to create a direct reports hyperfind
1. On the Manage My Department page, click on the dropdown arrow beside QuickFind and select a different genie, such as Total Hours. Once you have selected any other genie, 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.
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2. Click on the dropdown arrow and select **New**... from the bottom of the menu.

3. A Hyperfind Queries screen appears. This is where you will 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**.

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

6. In the **Select Conditions** area on the left side of the page, click on **Primary Account** under the **General Information** section.

7. The Primary Account section is where you can specify Labor Level information that you want to use as your criteria. Click on the **Reports To** header to set criteria regarding supervisors.
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8. Once the Reports To tab is open, enter the employee ID for the supervisor position whose direct reports you want to see into the text box directly under Available Items, and then click on the Search command.

   ![Image of the user interface with the Available Items field highlighted]

   **Note:** the asterisk functions as a wildcard search command; if you only know part of the information you are searching for, use asterisks at the beginning or end to widen your search as necessary.

9. Once you click on the Search command, the supervisor’s job title associated with that employee ID appears in the box below. If that is the correct position, click on the right-facing arrow to move it into the Selected Items box.

10. If you want to include the staff who report to another supervisor in this hyperfind, repeat the above steps until you have all the supervisors listed in the Selected Items box.

11. When the Selected Items box contains all the necessary positions, click on the Add command to move the criteria into the Selected Conditions box.

   ![Image of the Selected Conditions box with a criterion added]

   **Use these arrows to move items back and forth as necessary.**

12. 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 genie you selected in step 1, but now only the employees who meet the criteria of the hyperfind display.