Building a hyperfind to view specific departments

If your Kronos configuration allows you to see employees working in multiple departments, you may find it useful to create a hyperfind to show you all employees in a specific department. 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. 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.

Information needed in advance
To create a hyperfind displaying all employees in a specific department, you will need to identify the HR department displaying code for each department. Click here to view a list of department names and their associated code.

Steps to create a departmental 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.
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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 the plus sign beside Time Management to open its list of options.

7. Once the Time Management condition opens, click on Accounts.

8. The Accounts section is where you can specify Labor Level information that you want to use as your criteria. Click on the HR Dept Code header to specify the department(s) you want to view.
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9. Once the HR Dept Code tab is open, enter the department code for the department whose employees you want to see into the text box directly under **Available Items**, and then click on the **Search** command.

<table>
<thead>
<tr>
<th>Summary</th>
<th>HR Dept Code</th>
<th>Fund-Dept-L...</th>
<th>Reports To</th>
<th>Function-Obj...</th>
<th>Project-Futu...</th>
<th>Position Code</th>
<th>GP Pay Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wild Card Selection</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

10. Once you click on the **Search** command, the department code 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.

#### ACCOUNTS
- **Include**
- **Exclude people who meet this condition**

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11. If you want to include other departments in this hyperfind, repeat the above steps until you have all the departments listed in the **Selected Items** box.

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

#### Selected Conditions
- **Add**
- **Update**
- **Delete**

Any Home or transferred-in employees worked in 2106HR/*#/*/#/*/#/*
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13. 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.