



## Kronos Workforce Timekeeper

### BC-Quick Find

BC-Quick Find is the default page of the Kronos Workforce Timekeeper System. This Genie is an employee search tool that displays information based on an employee name or ID. BC-Quick Find allows you to use the wildcard character (\*) to search for an employee or group of employees.

#### My Genies BC-Quick Find

The screenshot shows the Kronos BC-Quick Find interface. At the top, there is a navigation bar with the Kronos logo and three tabs: "GENERAL", "MY GENIES", and "MY LINKS". Below the navigation bar, there are links for "Timecard", "People", and "Reports". The main heading is "BC-QUICKFIND" with a sub-heading "Last Refreshed: 12:58PM". A search form is highlighted with a red box, containing a "Name or ID" input field with the text "s\*" and a "Find" button. Below the search form is a "Time Period" dropdown menu set to "Current Pay Period". At the bottom, there is a table with columns for "Name", "Empl ID", "Dept ID", "Dept Name", "Job Class", and "Job Class Title". The table contains three rows of employee data.

Name	Empl ID	Dept ID	Dept Name	Job Class	Job Class Title
Simmons, Renee M	71377031-00	022202	Procurement Svc, Accts Payable	671735	Senior Accounts Payable Asst.
Smith, Timothy F	20429741-00	022601	Procurement Services	920300	Student Job Class C
Spang, Mary Ellen	63923624-00	022601	Procurement Services	920300	Student Job Class C

<b>BC-Quick Find</b>	
<b>Field</b>	<b>Description</b>
Name/ID	Enter the employee last name or ID. If performing a search, Kronos allows the use of a wildcard character to search for one or more employees. (A*) This example searches for any Last Name that begins with an 'A'.
Time Period	The default is the Current Pay Period. The pull down arrow key provides a drop down menu of time period options to select from if necessary.
Timecard	Launch Button that brings you into an employee(s) timecard. Highlight the employee(s) and click on the Timecard Launch Button. Edits/approvals can be made here.
Schedule	Launch Button that brings you into BC-Schedule Editor for the selected employee(s). Highlight the employee(s) and click on the Schedule Launch Button. Edits/Punches from Schedule can be made here.
People	Launch Button that brings you into People Editor for the selected employee(s). Highlight the employee(s) through the BC-Quick Find Genie and click on the People Launch Button. Detailed employee information is found here.

<b>Field</b>	<b>Description</b>
Name	Based on the search criteria, a list of employee names will be displayed.
Empl ID	Corresponding Employee IDs will be displayed. Job Record number is now displayed as part of the Empl ID in Kronos to match job record in PeopleSoft.
Dept ID	Displays the Department number the employee works in.
Dept	Displays the full name of the Department.

Name	
Job Class	Displays the Job Class number.
Job Class Name	Displays the job class title attached to the Job Class number.
Sub Dept	Displays if a Sub Department is assigned or if it is Not Applicable.

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URL: [http://www.bc.edu/bc\\_org/hvp/hrsc/kronos\\_quickfind.htm](http://www.bc.edu/bc_org/hvp/hrsc/kronos_quickfind.htm)

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