



Kronos Workforce Timekeeper HyperFind Queries

HyperFind Queries are used to get a subset of your total records by selecting certain criteria. HF Queries can be created on an ad-hoc basis or they can be saved as a personal query for future use. Once saved, the HF Query will appear in the * Show * drop down list in all of the MY GENIES except BC-Quick Find.

To Create a New HyperFind:

Select the following path:

Set-Up > Common Setup > Hyperfind Queries > New

The screenshot shows the Kronos interface for HyperFind Queries. At the top, there are navigation tabs for GENERAL, MY GENIES@, and MY LINKS. Below the navigation, the breadcrumb path is 'Setup > Common Setup'. The main heading is 'HYPERFIND QUERIES' with a sub-heading 'Last Refreshed: 3:34PM'. A toolbar contains buttons for Refresh, New (highlighted with a red box), Duplicate, Edit, Change Properties, Delete, and Print. Below the toolbar is a table with columns for Query Name, Visibility, and an unlabeled column.

Query Name	Visibility	
All Home	Public	This quer
All Home - No Managers	Public	
All - Missed Punches	Public	
BCPD - 1st Shift Comments	Public	

When creating a new hyperfind query, select the following path:

**General Information
Primary Account**

1. Click the radio button for the department, and scroll through the list of department ids
- OR -
type in the department id and select * Search *.
2. Highlight the deptid and select *ADD*. This can be done using a particular deptid, job code, or sub-department or combination thereof.
3. Select *Add Condition*.
4. Select * Test *. The results of the HyperFind Test can be printed out.

Saving Hyperfind Queries

HyperFind Test

Last Refreshed: 3:41PM

Show:

Time Period:

Refresh Print →

Name	ID
Allain, Kristin E	63508746-00
Andrekus, Sarah K	24169836-01
Andujar, Stefanny	29148401-01
Asbury, Jennifer M	28506058-00
Berestecki, Laura G	17783627-00
Bolton, Jennifer	74355660-00
Ceriello, Caroline K	14849583-00
Chavarie, Crystal R	46504102-00
Clermont, Gabriel T	61771048-01
Cook, Paul F	47488476-00

1. To save the query, close the test window by clicking on the * X* in the upper right corner.

KRONOS

GENERAL MY GENIES® MY LINKS

Setup > Common Setup

*HYPERFIND

Last Refreshed: 3:36PM

Query Name

Description

Visibility

SELECT CONDITIONS EDIT CONDITIONS VIEW QUERY ASSEMBLE QUERY VIEW SQL

Save Save As → Refresh Refresh Data Edit Condition → Delete Condition Print Screen → Test →

Filters

- General Information
 - Name or ID
 - Primary Account
 - Additional Information
 - Person's Dates
- Timekeeper
 - Hire Date
 - Employment Status
 - Employment Term
 - Pay Rules
 - Device Groups
 - Badge Numbers
- Time Management

Primary Account

Include Exclude people who meet this condition

Name or Description Search

022202,Procurement Svc, Accts Payable

022601,Procurement Services

Add>

Save Query As

*New Name

Description

Visibility

Ad Hoc - temporary query

Personal - visible only to me

OK Cancel Help

2. Select *Save As*.

3 A. Select * Ad Hoc * if this is a one time query. It will remain in your list of HyperFinds, under the * Show * drop down list with the name * Ad Hoc *, as long as Kronos is in session,

- OR -

3 B. Select * Personal * if you will use this query on a regular basis. Type the name of the HR Query in the * New Name * box. This will alphabetically place the HF Query under the * Show * drop down list with the name of the query you gave it. The description is optional.

Save Query As

*New Name: TEST NAME

Description:

Visibility:

- Ad Hoc - temporary query
- Personal - visible only to me

OK Cancel Help

Retrieving Saved Hyperfind Queries

Timecard | People | Reports

BC-RECONCILE TIMECARD

Last Refreshed: 3:45PM

Show: All Home

Time Period:

Actions ▾ Punch ▾ Amount ▾ Approvals ▾

Dept ID	Name	Empl ID
022202	Simmons, Renee M	71377031-00
022202	Carlo, Rita F	25060127-00
022202	Branco, Anna J	22710846-00
022202	King, Veronica	47094671-00
022202	Pierre, Teri R	34545868-00
022202	Lanigan, Ryan R	29444308-00
022202	Pohlman, Katelyn	40343556-00
022202	Flynn, Meaghan E	45559394-00
022202	Griffin, Samuel E	72569340-00

Dropdown menu items:

- All Home
- All Home and Transferred-in*
- All Home - No Managers
- All - Missed Punches
- BCPD - 1st Shift Comments
- Copy of facilities dept
- EE's Not Approved
- Historical Edits
- jane
- leslie
- Managers
- May
- Psych students
- TEST NAME**
- Weekly Salaried - OTP & XTR
- New...
- Edit Ad Hoc...

Buttons: Edit, Refresh

1. Select any of the * MY GENIES * options (except BC-Quick Find), and open up the drop down menu in the * Show *. The new HyperFind should be there in alphabetical order.

2. The HyperFind in the * Show * will select only those employees who match the criteria. It will be there in your * Show * every time you use Kronos until you delete the HyperFind.

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URL:

http://www.bc.edu/bc_org/hvp/hrsc/kronos_hyperfind.html

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