



## Human Resources Service Center Kronos Hyperfind SWB

Employees with a short work break are often missing from the previous week BC-Pay Period Close Genie but need hours submitted for payment. Once the end date has passed, the employees are dropped from Kronos lists.

Depending on the size of your department, you can find all of your employees by processing a hyperfind query or using BC-Quick Find if you only have a very small number of employees who have ended.

**To do the hyperfind query for your department, follow these instructions:**

Select the following path:

**Setup > Common Set-Up > HyperFind Queries**

Query Name	Visibility	
All Home	Public	This query finds all active People in my Employee Gr
All Home - No Managers	Public	
All - Missed Punches	Public	
BCPD - 1st Shift Comments	Public	
Copy of facilities dept	Public	
EE's Not Approved	Public	Employees not approved by Depts
Historical Edits	Public	Requires a comment to be attached to the historical
jane	Public	
leslie	Public	
Managers	Public	managers
May	Public	list of active ee's also includes those who just went
Psych students	Public	
Weekly Salaried - OTP & XTR	Public	

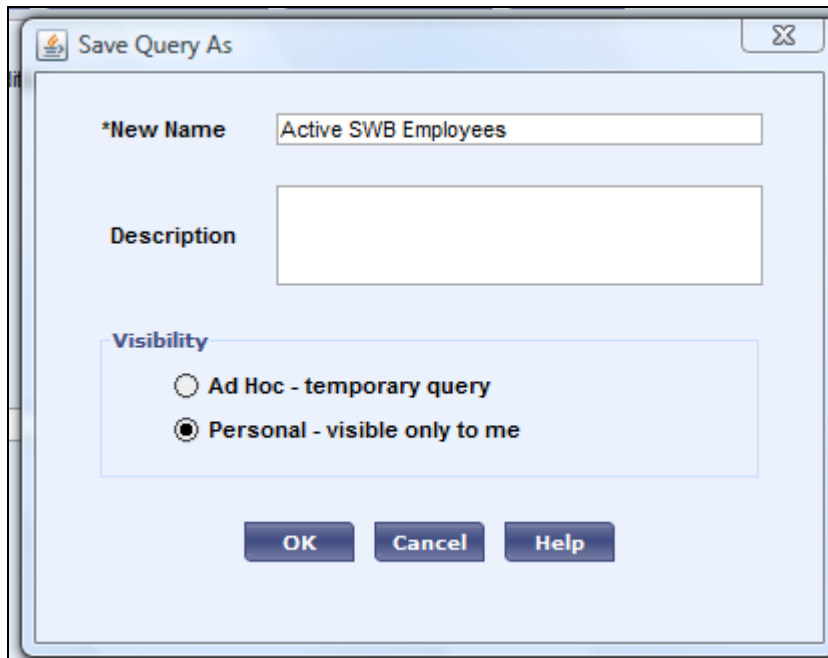
Select **New** from the white menu bar

- Under the Filter Column select Timekeeper
- Select Employment Status
- Under the Employment Status:
  - Select Include
  - Status = Active
  - Select the radio for As of Specific Date. Use the arrow to open the calendar (for example, select 11/20/2010 for employees who have ended on that date).
  - Select Add Condition

The screenshot shows the KRONOS HYPERFIND interface. At the top, there is a navigation bar with 'GENERAL', 'MY GENIES', and 'MY LINKS'. Below this, the page title is 'Setup > Common Setup' and 'HYPERFIND'. The 'Query Name' is 'Untitled', and the 'Last Refreshed' time is '3:54PM'. There are input fields for 'Description' and 'Visibility'. A toolbar contains buttons for 'SELECT CONDITIONS', 'EDIT CONDITIONS', 'VIEW QUERY', 'ASSEMBLE QUERY', and 'VIEW SQL'. Below the toolbar are buttons for 'Save', 'Save As', 'Refresh', 'Refresh Data', 'Edit Condition', 'Delete Condition', 'Print Screen', and 'Test'. The main area is divided into a 'Filters' sidebar and a configuration panel for 'Employment Status'. The 'Filters' sidebar shows a tree view with 'General Information' and 'Timekeeper' expanded. Under 'Timekeeper', 'Employment Status' is selected. The configuration panel for 'Employment Status' includes a radio button for 'Include' (selected) and 'Exclude people who meet this condition.'. Below this, there are radio buttons for 'Status': 'Active' (selected), 'Inactive', and 'Terminated'. There is also a radio button for 'As of': 'Today' and 'Specific Date' (selected), with a date input field showing '11/20/2010'. An 'Add Condition' button is located below the configuration. At the bottom, there is a 'Selected Conditions' section with an empty box.

- Select Test in the upper right hand corner to see if all your employees have shown up.

- Once your employees show up, close out the window by selecting the X in the upper right hand corner of the TEST window.
- Select **SAVE AS** to save the hyperfind --
  - Under visibility select the radio button for Personal.
- Name your hyperfind, such as Active SWB Employees.
- Select OK.



Go to **BC- Pay Period Close Genie** and in the drop down under the SHOW, select the hyperfind you just saved.

All your employees who were active as of that date should appear.

**KRONOS**

GENERAL ▼ MY GENIES® ▼ MY LINKS ▼

Timecard | People | Reports

**BC-PAY PERIOD CLOSE**

Last Refreshed: 3:57PM

Show [Active SWB Employees] Edit

Time Period [Ad Hoc] Refresh

Actions ▼ Punch ▼ Amount ▼ Approvals ▼

Dept ID	Department	Employee Name	ID
022202	Procurement Svc, Accts Payable	Byrne, Susa	
022202	Procurement Svc, Accts Payable	Simmons, Re	
022202	Procurement Svc, Accts Payable	Paolini, Shar	
022202	Procurement Svc, Accts Payable	Carlo, Rita F	
022202	Procurement Svc, Accts Payable	Branco, Ann	
022202	Procurement Svc, Accts Payable	Kimpel, Mere	
022202	Procurement Svc, Accts Payable	Klein, MaryE	
022202	Procurement Svc, Accts Payable	Lynch, Anne	
022202	Procurement Svc, Accts Payable	Whitney, Ker	
022202	Procurement Svc, Accts Payable	Daly, Owen	55975061-02
022202	Procurement Svc, Accts Payable	Wong, Katie K	54789502-00
022202	Procurement Svc, Accts Payable	Bowley, Peter J	10009743-03
022202	Procurement Svc, Accts Payable	O'Connor, Maureen R	41358868-00

Note this hyperfind query can be edited each time you have a situation where an employee(s) may drop off in Kronos on a Monday morning if they have a current status of SWB or Termination. Just go back to the hyperfind query and find it in your list of queries.

Select **Edit Conditions**, and then **Edit Conditions**.

Change the date that you want and then select **Save**.

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URL:

[http://www.bc.edu/bc\\_org/hvp/hrsc/kronos\\_hyperfindswb.html](http://www.bc.edu/bc_org/hvp/hrsc/kronos_hyperfindswb.html)

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