



## 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 Workforce Timekeeper 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, the breadcrumb path "Setup > Common Setup" is visible. The main heading is "HYPERFIND QUERIES", and below it, it says "Last Refreshed: 3:34PM". A row of action buttons is displayed: "Refresh", "New" (highlighted with a red box), "Duplicate", "Edit", "Change Properties", "Delete", and "Print". Below the buttons is a table with the following data:

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

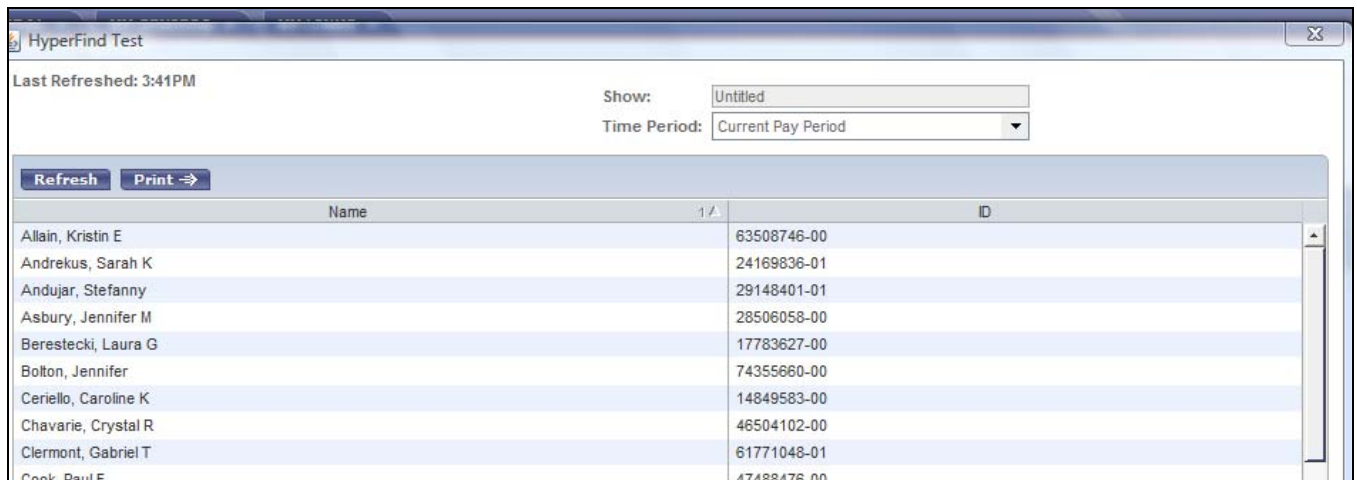
When creating a new hyperfind query, select the following path:

**General Information**  
**Primary Account**

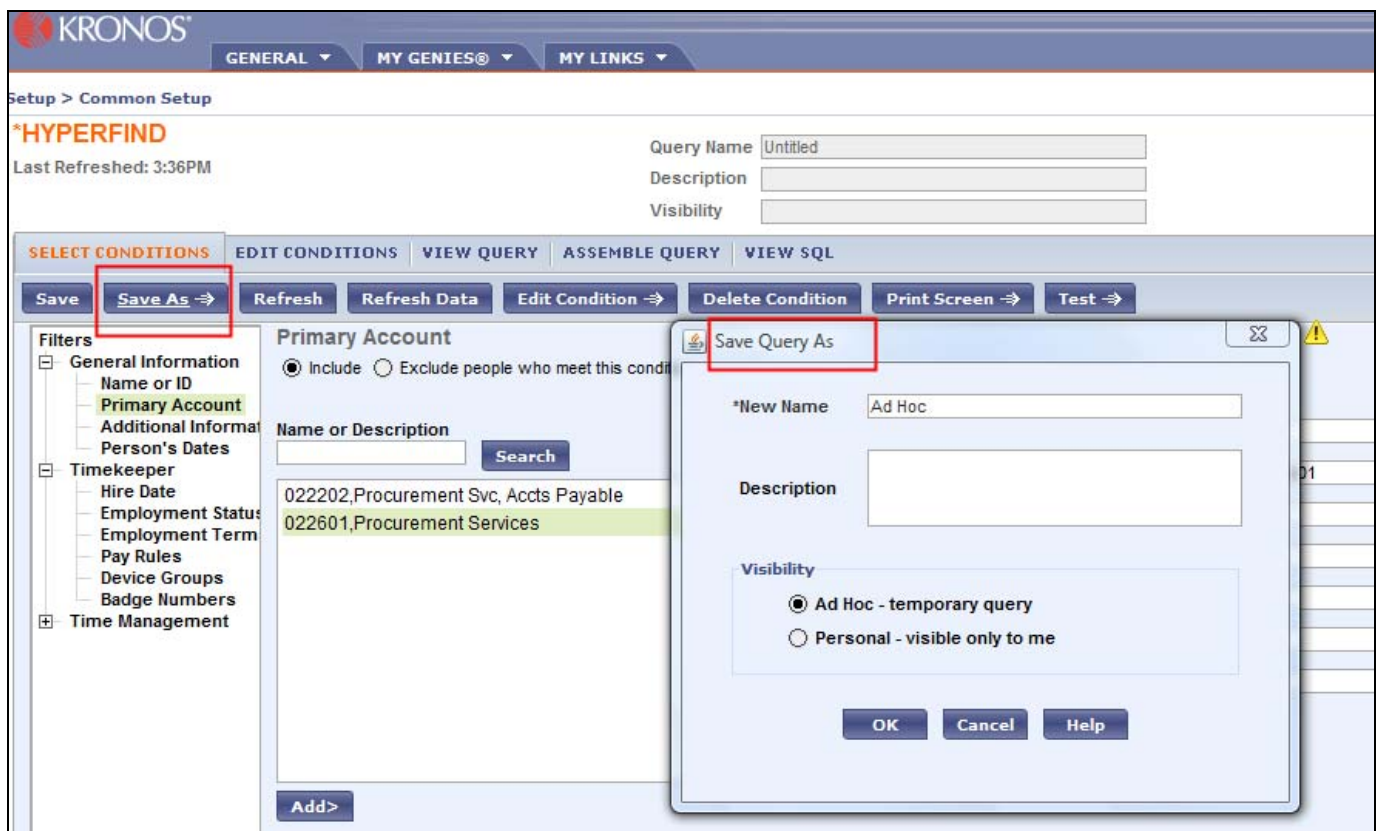
The screenshot shows the KRONOS HYPERFIND interface. At the top, there's a navigation bar with 'GENERAL', 'MY GENIES@', and 'MY LINKS'. Below it, the 'Setup > Common Setup' section is active. The 'HYPERFIND' title is prominent, with 'Last Refreshed: 3:36PM' and fields for 'Query Name' (Untitled), 'Description', and 'Visibility'. A toolbar contains buttons: 'SELECT CONDITIONS', 'EDIT CONDITIONS', 'VIEW QUERY', 'ASSEMBLE QUERY', 'VIEW SQL', 'Save', 'Save As', 'Refresh', 'Refresh Data', 'Edit Condition', 'Delete Condition', 'Print Screen', and 'Test'. On the left, a 'Filters' tree shows 'General Information' expanded, with 'Primary Account' selected. The main area is titled 'Primary Account' and has radio buttons for 'Include' (selected) and 'Exclude people who meet this condition.'. Below this is a search box labeled 'Name or Description' with a 'Search' button. A list of results is shown: '0000,Generated during v4.3 DB migration' and 'BC,BC'. To the right, there are radio buttons for 'Company', 'Department', 'Job Code', 'Sub Department', 'L5', 'L6', and 'L7', each with an associated input field. At the bottom right is a 'Clear' button. At the bottom center, there's an 'Effective Date' section with radio buttons for 'Within specified time period' and 'As of today' (selected). An 'Add Condition' button is at the bottom center.

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



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

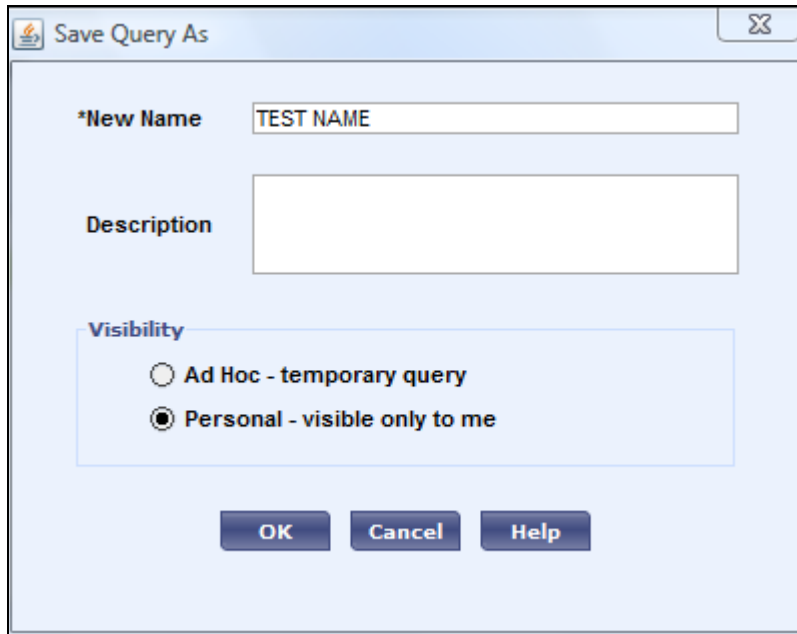


2. Select \*Save As\*.

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 -

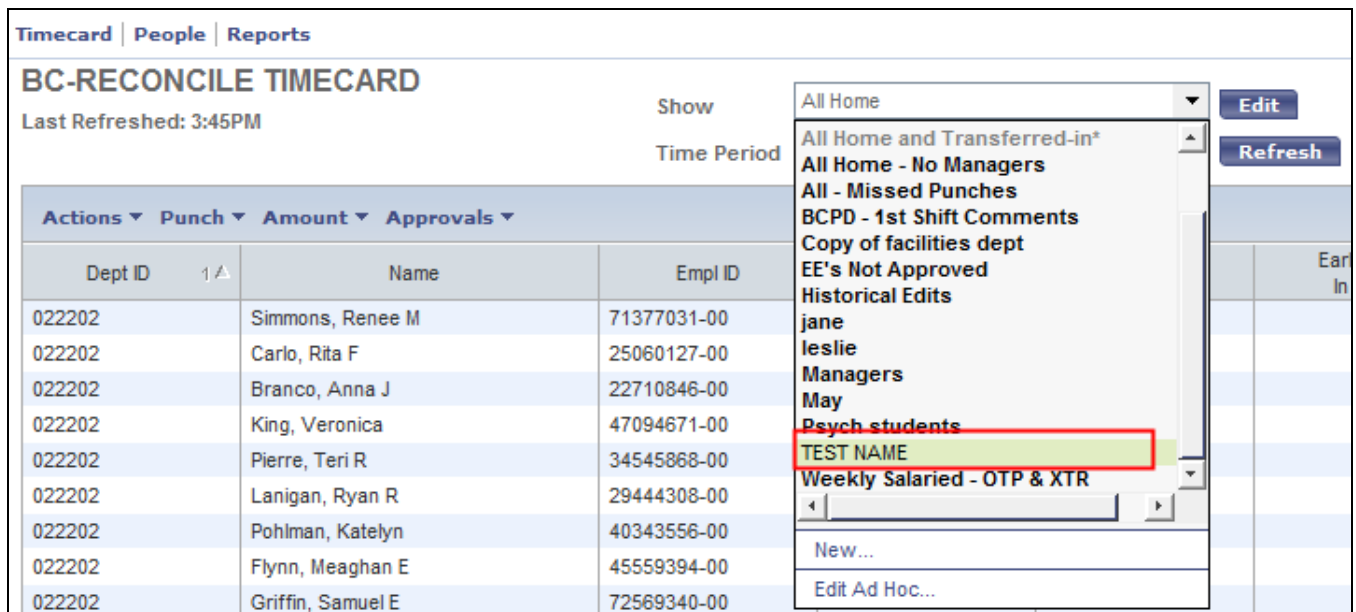
**3 B.** Select \* Personal \* if you will use this query on a regular basis. Type the name of the HR Query in the \* New Name \* box. This will alphabetically place the HF Query under the \* Show \* drop down list with the name of the query you gave it. The description is optional.



The 'Save Query As' dialog box contains the following fields and options:

- \*New Name:** A text box containing 'TEST NAME'.
- Description:** An empty text box.
- Visibility:** A section with two radio buttons:
  - ☐ Ad Hoc - temporary query
  - ☒ Personal - visible only to me
- Buttons:** 'OK', 'Cancel', and 'Help' at the bottom.

## Retrieving Saved Hyperfind Queries



The screenshot shows the 'BC-RECONCILE TIMECARD' interface. At the top, there are tabs for 'Timecard', 'People', and 'Reports'. Below the title, it says 'Last Refreshed: 3:45PM'. On the right, there are 'Show' and 'Time Period' dropdowns, and 'Edit' and 'Refresh' buttons. A table lists employee data with columns for 'Dept ID', 'Name', and 'Empl ID'. A dropdown menu is open, showing a list of saved queries. The query 'TEST NAME' is highlighted with a red box.

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 (from top to bottom):

- 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** (highlighted)
- Weekly Salaried - OTP & XTR
- New...
- Edit Ad Hoc...

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

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