

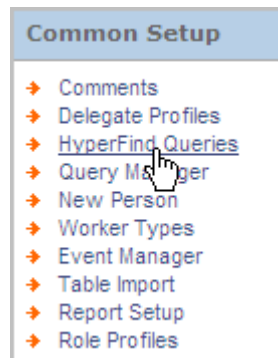
Create Hyperfind Query by Group

A. Create Query

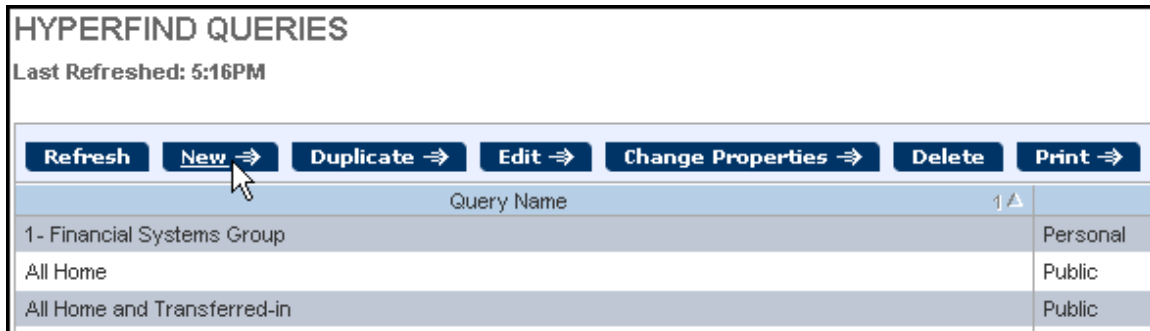
- On the top right corner of your screen select **Setup**.



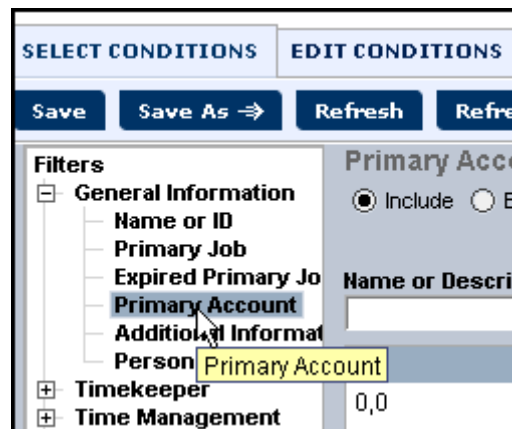
- Select Hyperfind Queries



- Click **New** on the menu line.



- Under Filters, General Information, highlight **Primary Account**.



- Click the button next to **Per Admin**.
- All the Per Admin's you have access to should appear in the box to the left.
- Highlight the desired Per Admin in Search Results box.
- Click Add.
 - The selected Per Admin should then appear on the PerAdmin line to the right.

Name or Description
 Search

S3Q,JHHS CONTROLLERS OFF

Future Use

Personnel Area

WBS Element

PerAdmin

Cost Center

Internal Order

Fund

Add **Clear**

- Click **Add Condition**.

Name or Description
 Search

S3Q,JHHS CONTROLLERS OFF

Future Use

Personnel Area

WBS Element

PerAdmin

Cost Center

Internal Order

Fund

Add **Clear**

Effective Date Within specified time period As of today

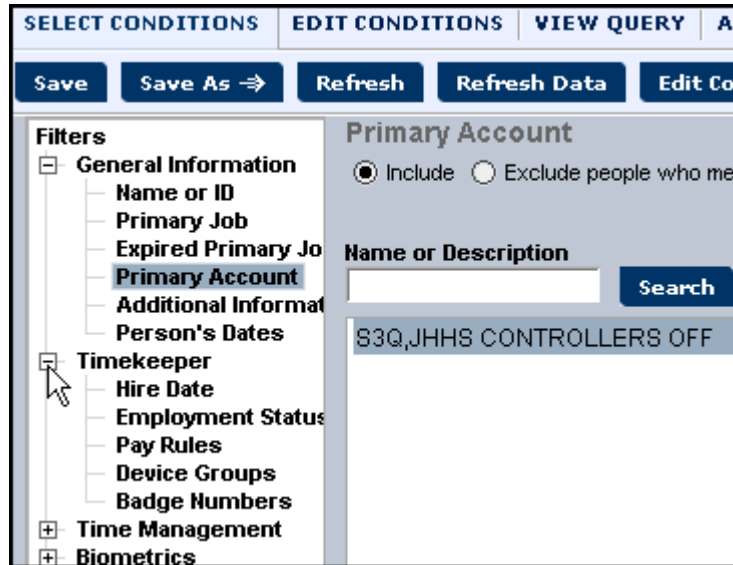
Add Condition

Selected Conditions
 Primary labor account matches */*/S3Q/*/*/ as of today

- At the bottom of the KRONOS screen is the **Selected Conditions** box.
- After clicking Add Condition, the condition should appear at the bottom.

B. Remove Terminated Employees

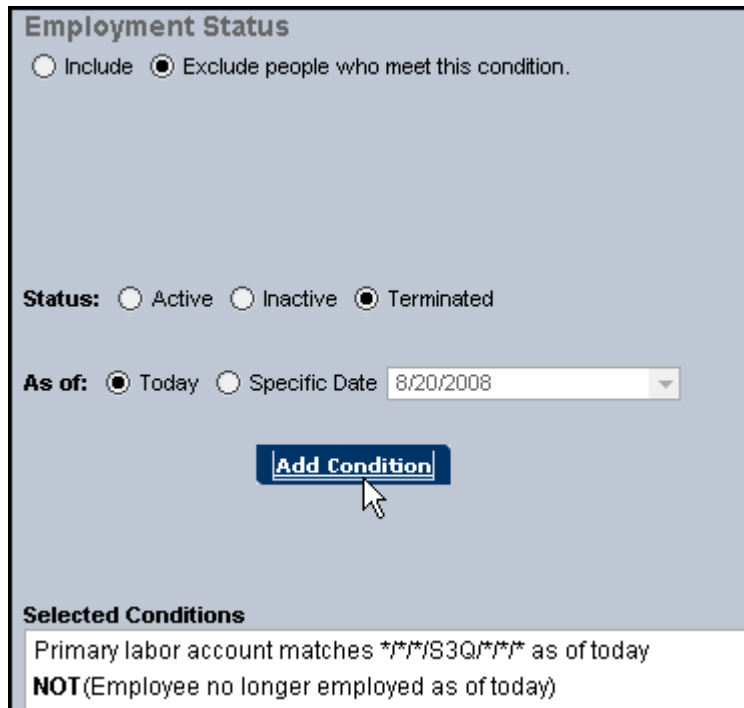
- Under Filters, click the “+” next to **Timekeeper**.
- Highlight **Employment Status**.



The screenshot shows the KRONOS interface with the following elements:

- Buttons: Save, Save As, Refresh, Refresh Data, Edit Co
- Filters section:
 - General Information
 - Name or ID
 - Primary Job
 - Expired Primary Jo
 - Primary Account
 - Additional Informa
 - Person's Dates
 - Timekeeper
 - Hire Date
 - Employment Status
 - Pay Rules
 - Device Groups
 - Badge Numbers
 - Time Management
 - Biometrics
- Primary Account section:
 - Include Exclude people who me
 - Name or Description: S3Q,JHHS CONTROLLERS OFF
 - Search button

- Click button for “Exclude people who meet this condition”.
- Click button for **Status: Terminated**.
- Click **Add Condition**.



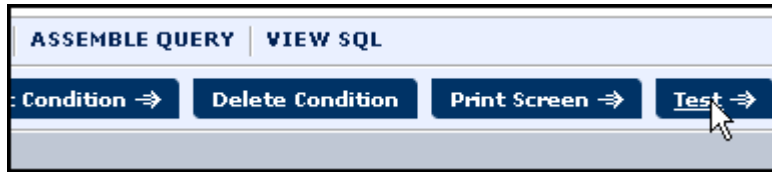
The screenshot shows the KRONOS interface with the following elements:

- Employment Status section:
 - Include Exclude people who meet this condition.
 - Status: Active Inactive Terminated
 - As of: Today Specific Date 8/20/2008
 - Add Condition button
- Selected Conditions section:
 - Primary labor account matches `*/*/S3Q/*/*` as of today
 - NOT**(Employee no longer employed as of today)

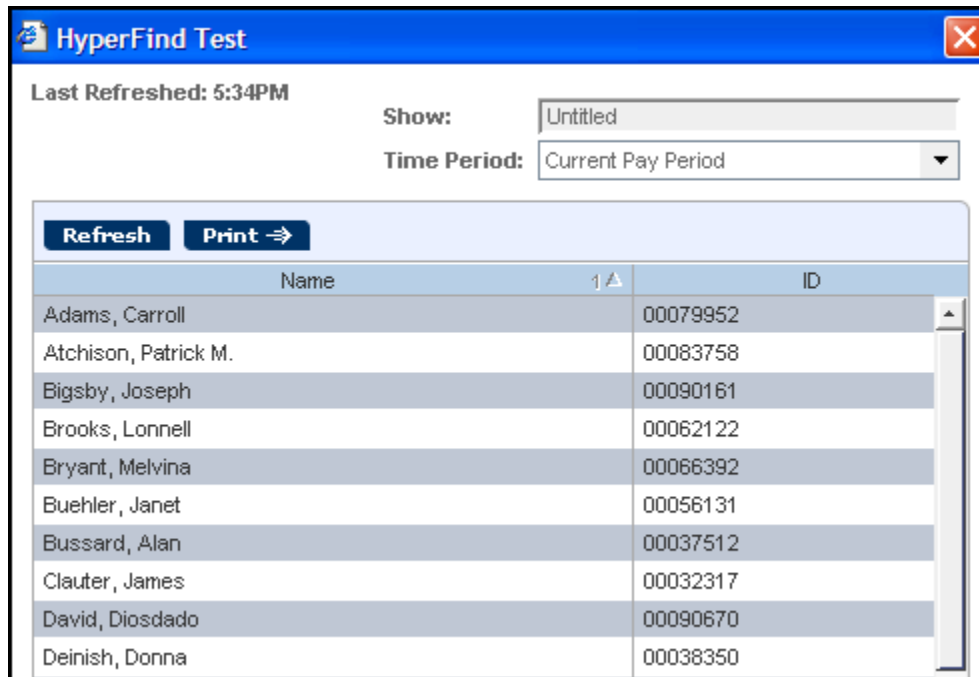
- At the bottom of the KRONOS screen is the **Selected Conditions** box.
- After clicking Add Condition, the condition should appear at the bottom.

C. Test Query

- Once all information has been added to the query, click the **Test** button in the upper right corner of the KRONOS screen.



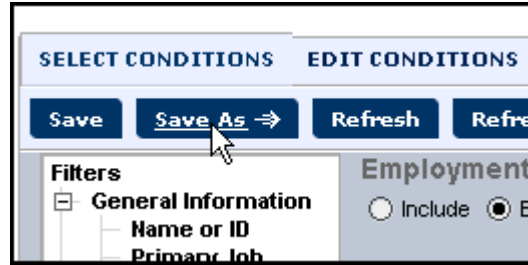
- A **Hyperfind Test** box will be displayed.
- This is what your query will look like.



- If the hyperfind query has all the necessary employees, close the Hyperfind Test box.

D. Save Query

- Click **Save As** on the menu bar.



- Select **Personal**.
- Name the Query in the **New Name** box.
- **Description**: optional.
- Click **OK**.

