Creating a Customized Employee List
by GWid

TRS is designed to show all employees in your banner organization upon log in. The following steps will help you create a customized group list to **show employees by GWid**. After the HyperFind is created, you will select this list each time you log in to customize your view and easily navigate to your HyperFind.

Please note: Employees are automatically added or removed from the list when they are hired or terminated.

- Log into go.gwu.edu/trs
- Navigate to **Manager Tools** in the Related Items Pane
  - Select **HyperFind** Queries
  - Then select **New**
  - Choose **Personal** from the visibility drop down box
  - Enter **Query Name** (you can choose whichever name**)**
- Choose the **Select Conditions** tab
  - Open **Timekeeper** section
    - Select **Employee Status.** You must verify that the **Include** radio button and the **As of: Today** radio buttons are selected
    - **Click Add**
  - Open **General Information** section
    - Select **Name or ID**
    - Select **"By ID"** in the **"Search by"** box
    - **Search and Select** the employees GWid (e.g., G12345678)
    - Select and **click the arrow** to move to the **Selected Items** box
    - Complete the steps to search for ID and move to Selected Items until all desired employees have been selected
    - Click **Add** in the bottom portion of your screen to move it to "**Selected Conditions**"
    - Click **Save** when complete
    - You will need to log off and log in to Kronos again to view the HyperFind.

After the HyperFind is Created

- While in the **Manage My Department** view, navigate to the **Show Group** drop down menu and select the name you created. This step must be completed each time you log into Kronos to easily navigate to your HyperFind.