



## Creating a Customized Employee List by Department Org

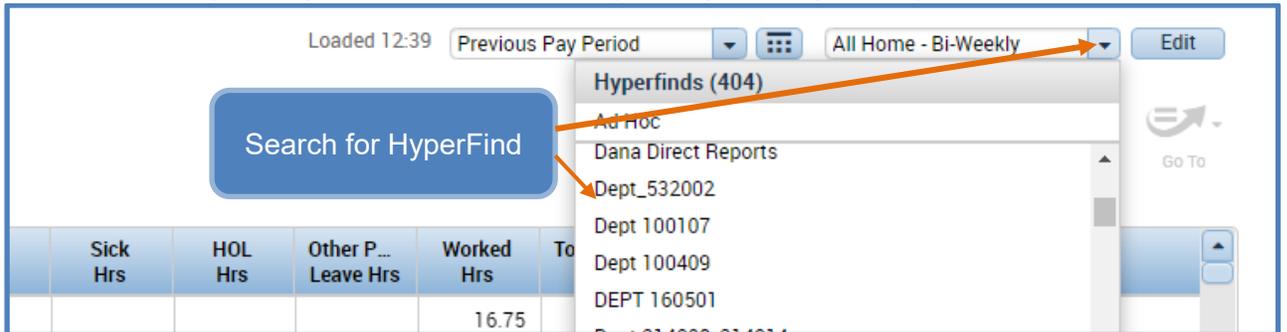
TRS is designed to show all employees in your banner organization upon log in. The following steps will help you create a customized group list to **show employees by department org**. After the HyperFind is created, you will select this list each time you log in to customize your view and easily navigate 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](http://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 i.e. **Dept 11111**)
- 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 **Primary Account** section
    - Select Department tab
    - **Search and Select** your Department number (e.g., 999999)
    - Select and **click the arrow** to move to the **Selected Items** box
    - Click **Add** in the bottom portion of your screen
    -
  - Open **Time Management** section
    - Select **Accounts**
    - Select **Department** Tab
    - **Search and Select** your Department number (e.g., 999999)
    - The **Find** box should have “**Any Home or transferred-in employees who worked in the specified accounts**” selected
    - Select and **click the arrow** to move to the **Selected Items** box
    - Click **Add** in the bottom portion of your screen
    - 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.



The screenshot displays the Kronos interface. At the top, it shows 'Loaded 12:39', a 'Previous Pay Period' dropdown, a menu icon, and 'All Home - Bi-Weekly' with an 'Edit' button. A blue button labeled 'Search for HyperFind' is positioned over a table. An orange arrow points from this button to a dropdown menu titled 'Hyperfinds (404)'. The dropdown menu lists several options: 'Ad Hoc', 'Dana Direct Reports', 'Dept\_532002', 'Dept 100107', 'Dept 100409', and 'DEPT 160501'. Another orange arrow points from the 'All Home - Bi-Weekly' dropdown to the 'Hyperfinds (404)' dropdown. The table below has columns for 'Sick Hrs', 'HOL Hrs', 'Other P... Leave Hrs', 'Worked Hrs', and 'To'. The 'Worked Hrs' column shows a value of 16.75.

Sick Hrs	HOL Hrs	Other P... Leave Hrs	Worked Hrs	To
			16.75	