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 orterminated.

- Log into [go.gwu.edu/trs](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 andthe **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.