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
- 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.