



Creating a Customized Employee List by Pay Rule

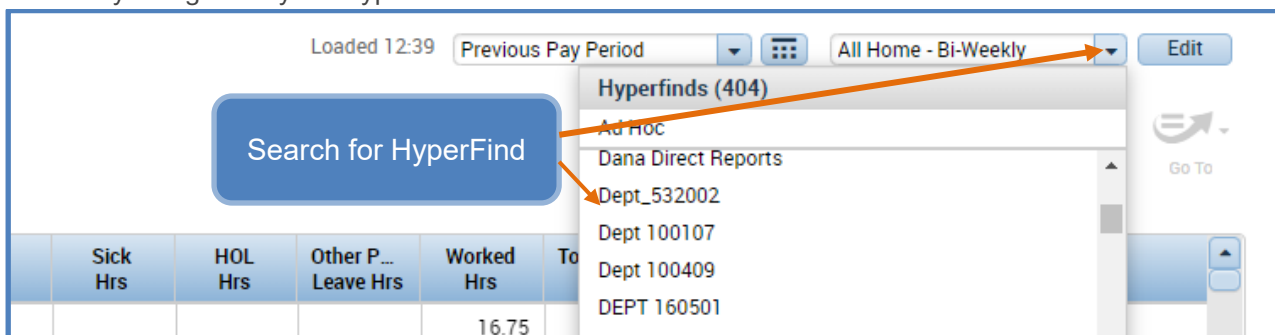
TRS is designed to show all employees in your banner organization upon log in. The following steps will help you create a customized group list to **show employees by department org**. After the HyperFind is created, you will select this list each time you log in to customize your view and easily navigate 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 111**)
- 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 **Timekeeper** section
 - Select **Accounts**
 - Select **Pay Rules** Tab
 - Select radio button to **include** or **exclude** selected pay rules
 - **Select** desired Pay Rules
 - e.g., Pay Rule: TP21 is for students & TP18 is FWS student)
(full list of Pay Rules can be found on page 2)
 - Click **Add** in the bottom portion of your screen to add 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.



Employees Default Meal Break Pay Rule

Pay Rule	Description
Starts with EX	Bi-weekly Exempt – populates hours
NE 11	Default FT - non-exempt NE11, 1 hour meal break
NE 12	Default PT - non-exempt NE12, 1 hour meal break
NE 13	Default FT - non-exempt NE13, 1 hour meal break
NE 14	Default FT - non-exempt NE14, 30 min meal break
NE 15	Default FT - non-exempt NE15, 1 hour meal break
NE 16	Default PT - non-exempt NE16, 1 hour meal break
NE 17	Default FT - non-exempt NE17, 1 hour meal break
NE 18	Default FT - non-exempt NE18, no meal break
NE 19	Default PT - non-exempt NE19, no meal break
TP 11	Default temp TP11, no meal break temps
TP 12	Default temp TP12, no meal break
TP 13	Default temp TP13, no meal break
TP 14	Default temp TP14, no meal break
TP 15	Default temp TP15, no meal break
TP 16	Default temp TP16, no meal break
TP 17	Default temp TP17, no meal break
TP 18	Default temp (FWS - work study) TP18, no meal break
TP 19	Default temp TP19, no meal break
TP 20	Default temp TP20, no meal break
TP 21	Default temp TP21, no meal break for Student workers
UN11	Default union FT - UN11, 1 hour meal break
UN12	Default union PT - UN12, no meal break
UN13	Default union FT - UN13, 30 min meal break
UN14	Default union FT - UN14, 1 hour meal break
UN15	Default union PT - UN15, no meal break