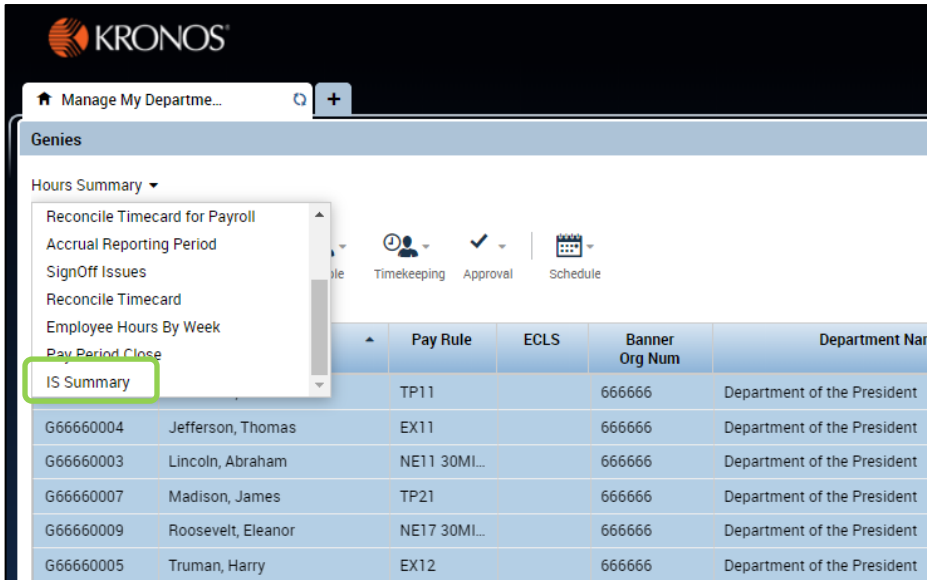


Finding Department Timekeepers

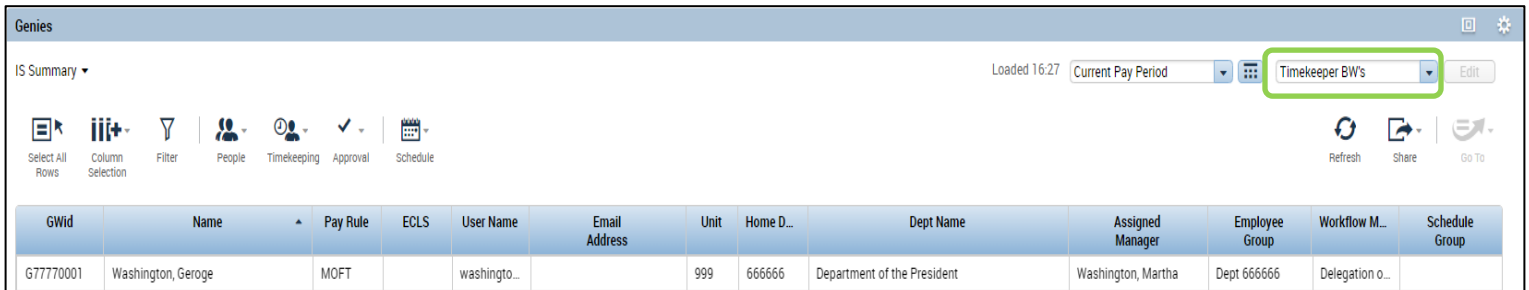
1. From your main work screen select the **drop down arrow** next to Hours Summary
2. Select **IS Summary** from the drop down menu



The screenshot shows the Kronos Genies interface. The 'Hours Summary' dropdown menu is open, and 'IS Summary' is highlighted. The background table shows employee data for the Department of the President.

	Pay Rule	ECLS	Banner Org Num	Department Name
	TP11		666666	Department of the President
G66660004	Jefferson, Thomas	EX11	666666	Department of the President
G66660003	Lincoln, Abraham	NE11 30ML...	666666	Department of the President
G66660007	Madison, James	TP21	666666	Department of the President
G66660009	Roosevelt, Eleanor	NE17 30ML...	666666	Department of the President
G66660005	Truman, Harry	EX12	666666	Department of the President

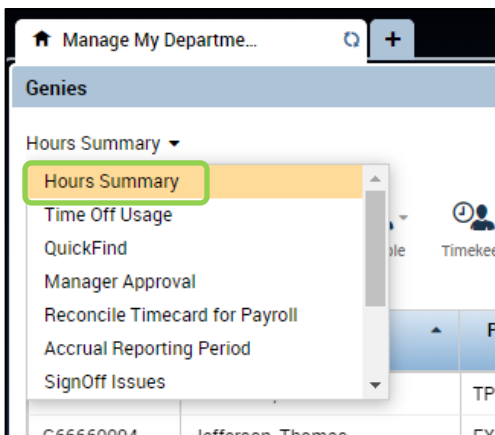
3. Select **Timekeepers BW's** from the **Hyperfind** box. This will show you all your active Timekeepers.



The screenshot shows the Kronos Genies interface with the 'Timekeeper BW's' dropdown menu selected. The background table shows employee data for the Department of the President.

GWid	Name	Pay Rule	ECLS	User Name	Email Address	Unit	Home D...	Dept Name	Assigned Manager	Employee Group	Workflow M...	Schedule Group
G77770001	Washington, George	MOFT		washingto...		999	666666	Department of the President	Washington, Martha	Dept 666666	Delegation o...	

4. To get back to **Hours Summary** Select the **drop down arrow** on the left side of your workspace
5. **Select Hours Summary**



The screenshot shows the Kronos Genies interface with the 'Hours Summary' dropdown menu selected. The background table shows employee data for the Department of the President.

	Pay Rule	ECLS	Banner Org Num	Department Name
	TP11		666666	Department of the President
G66660004	Jefferson, Thomas	EX11	666666	Department of the President