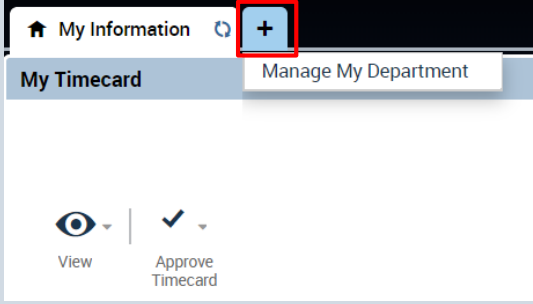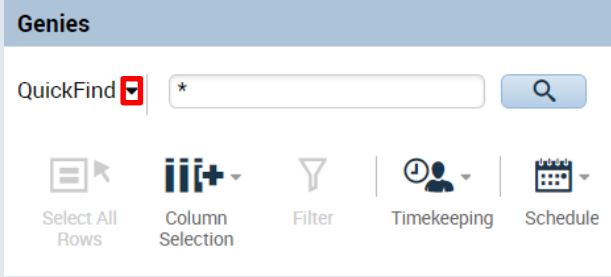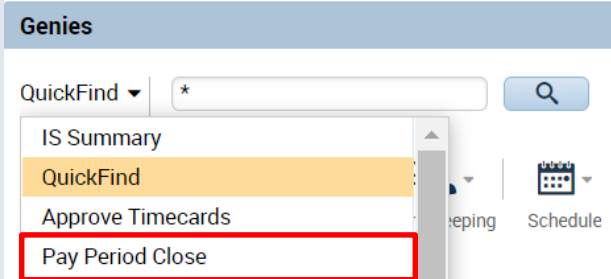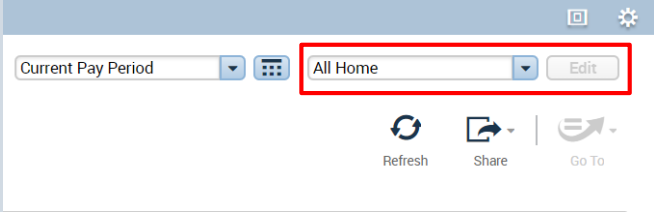# Create a Hyperfind

Purpose:
This job aid will help you create a hyperfind to identify employees in the Test pay rule.

Steps	Screenshots
Click on the '+' and select Manage my Department	
On the Manage My Department screen, click on the arrow next to QuickFind to switch Genies	
Select 'Pay Period Close' from the list of Genies.	
On the right side of the genie screen you will see two drop down arrows. "All Home" tab on the right is where you can select hyperfinds, edit existing ones, and create new ones.	

Steps	Screenshots
Once opening the drop down tab, you will see all existing hyperfinds, "New…", which will create a new hyperfind, and "Edit Ad Hoc". Press "New…" to start creating a new hyperfind.	
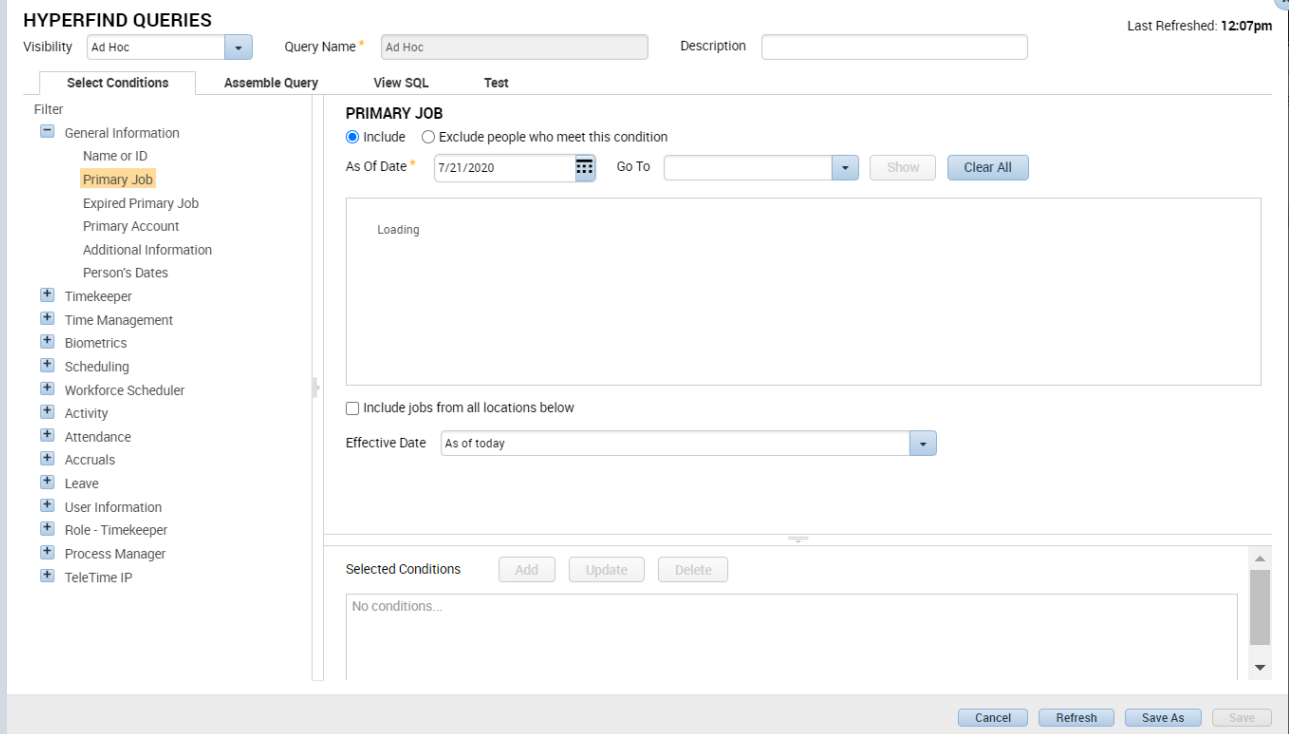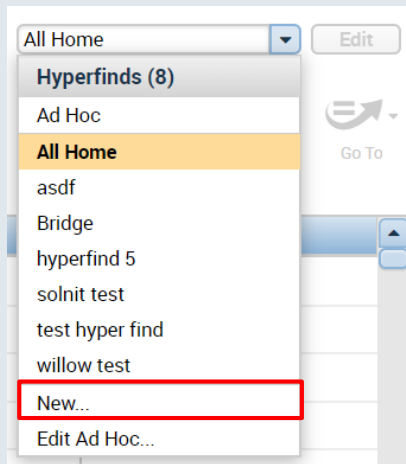
This is the view all supervisors will receive when they create a new hyperfind. There are many ways to create a hyperfind and this document will walk you through one example.

| You can change the visibility by selecting whether you want the Hyperfind to be public or private or ad hoc. Public is open to everyone to use and should be avoided to prevent overuse, ad hoc is a one time hyperfind that will not be saved, and private appears only to the user and is saved for repeated use. | |

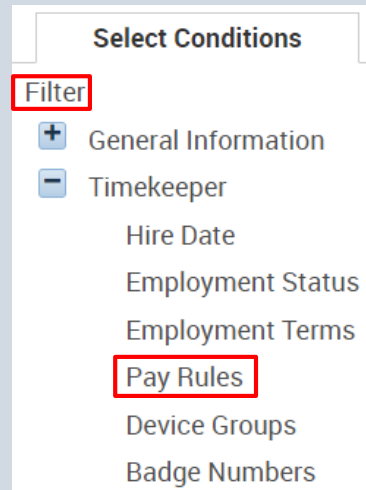| Steps	Screenshots
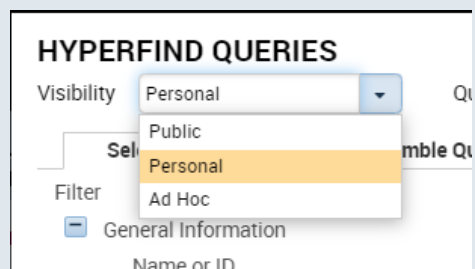
On the left side of the screen under where we changed the visibility, use Filter to choose what criteria you want to narrow down your employees whether it be timekeeper, attendance, etc and open their dropdown. For this example, we are going under Timekeeper to search by Pay Rules.	**Select Conditions**
	
	 Filter
	 ⊞ General Information
	 ⊟ Timekeeper
	   Hire Date
	   Employment Status
	   Employment Terms
	   Pay Rules
	   Device Groups
	   Badge Numbers

Insde the Pay Rules tab click on the Test pay rule, and click Add.

PAY RULES

⦿ Include   ◯ Exclude people who meet this condition

Pay Rules

Per Diem No OT NSD
Test
Z_02 PT NSD
z_06 PT
z001 10 FT OT8 OT40 SDE STD 8

Selected Conditions   **Add**   Update   Delete

Steps	Screenshots

HYPERFIND QUERIES

Visibility [Ad Hoc ▾]   Query Name * [Ad Hoc]   Description [ ]

Last Refreshed: **5:29pm**

Select Conditions | Assemble Query | View SQL | Test

Filter
- ➕ General Information
- ➖ Timekeeper
  - Hire Date
  - Employment Status
  - Employment Terms
  - Pay Rules
  - Device Groups
  - Badge Numbers
- ➕ Time Management
- ➕ Biometrics
- ➕ Scheduling
- ➕ Workforce Scheduler
- ➕ Activity
- ➕ Attendance
- ➕ Accruals
- ➕ Leave
- ➕ User Information
- ➕ Role - Timekeeper
- ➕ Process Manager
- ➕ TeleTime IP

PAY RULES

◉ Include   ○ Exclude people who meet this condition

Pay Rules

Pay Rules
Per Diem No OT NSD
Test
Z_02 PT NSD
z_06 PT
z001 10 FT OT8 OT40 SDE STD 8

Selected Conditions   [Add]   [Update]   [Delete]

Assigned to Test pay rule

[Cancel] [Refresh] [Save As] [Save]

Once all conditions have been added to the Selected Condition section, supervisors can change the visibility to Personal and create a Query Name to remember it by. To save the hyperfind press Save.

Steps	Screenshots
In addition to the first condition, we will add another one to make sure we only include active employees. On the left side of the screen under 'Timekeeping', select Employment Status.	Timekeeper Hire Date Employment Status Employment Terms Pay Rules
The employment status section will allow you to select whether you want to see active employees, and the as of date. Click Add at the bottom.	**EMPLOYMENT STATUS** ● Include ○ Exclude people who meet this condition Status: Active As of ● Today ○ Specific Date 12/21/2020
After the condition has been added, you will see the new condition on top of the previously added condition at the bottom. You can now save the hyperfind.	Selected Conditions Add Update Delete Assigned to Test pay rule Employee employed and working as of today Save