How to create a Hyperfind Filter

Job Aid

Definition: Hyperfind is a search engine that filters and selects groups of employees through queries that specify conditions or locations (criteria). Filters enable you to access a specific group of employees who are active as of a specific date. The results of searches depend on the employees to whom you have access. Your access rights determine whether you can create and modify queries and the conditions you can use.

There are three types of Hyperfinds:

- **Ad hoc** — A temporary Hyperfind that only you can use. When you log off, the Hyperfind is deleted.

- **Personal** — The Hyperfind is saved and available for reuse, and only you can access it.

- **Public** — The Hyperfind is available for anyone's use, but you cannot create or edit a public query.

Create a new Hyperfind

1. From the main menu, select **Time > Employee Timecards**.

2. From the Hyperfind menu, select **New Hyperfind.**
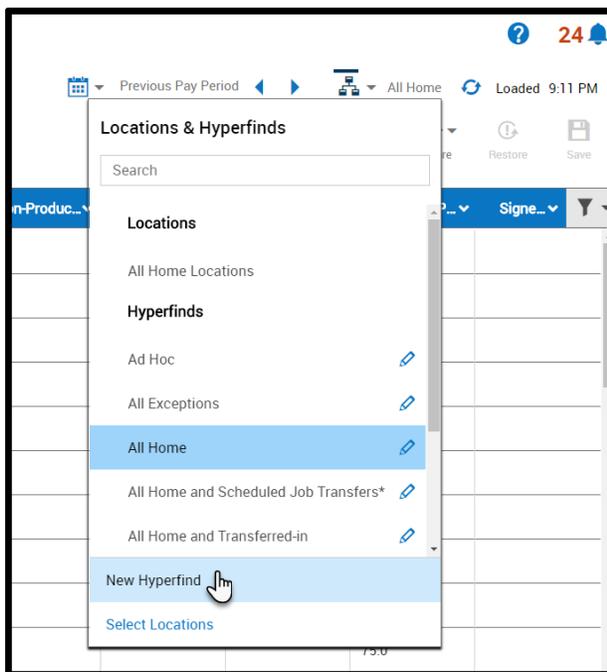
3. In the Ad hoc area of the Hyperfinds Editor, select one of the following:

   - **Yes** to create an ad hoc query
   - **No** and then select **Personal** in the **Visibility** area.

4. Add a Name for your Personal Hyperfind and **select NO to Ad Hoc**

Hyperfind Editor

Name of Hyperfind

Add Description

Home Employees ● No ○ Yes
This Hyperfind is for Home Employees only.

Ad Hoc ● No ○ Yes
This Hyperfind will be saved for later.

5. Click Add Conditions button in the middle of the screen.

Build your Hyperfind by adding conditions here.

Add Conditions

Select Conditions

Filter

∨ **General Information**

Name or ID

Primary Job

Expired Primary Job

Primary Labor Category

Primary Cost Center

Additional Information

Person's Dates

Reports To

Employee License

> Timekeeper

> Time Management

> Biometrics
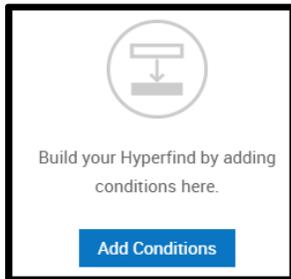
6. The **Select Conditions** page displays the filters available to you. After you select a condition, click the **Add button** to include it in the Query. We recommend to create your first Hyperfind Filter using **Primary Cost Center** add an * at the end of the cost center: **60130*** or **Reports To.**

7. If you'd like to create a specific report for **Approaching OT,** go to **Time Management→ Pay Code** and select **More Than 24.00 Hours** (or another amount) and **Regular →Add to Conditions**
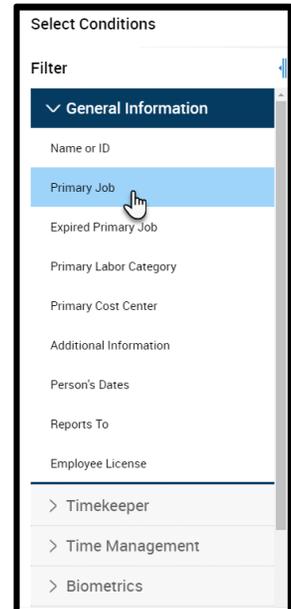
Select Conditions

Filter

> General Information

> Timekeeper

∨ **Time Management**

Jobs

Labor Categories

Pay Code

Exceptions

Comments

Reviewed Exceptions

> Scheduling

> Workforce Scheduler

> Attendance

> Accruals

> Leave

> User Information

Pay Code

● Include ○ Exclude people who meet this condition

Worked | More than ▼ |

Amount | 24.00 | (Hours)

In

| Projected combined money |
| Pulled Ticket Reward $ |
| Regular |
| Regular - Non Worked |
| Retro Overtime $ |

Selected Conditions | Add | Update | Delete |

Regular hours worked is more than 24.00

Primary cost center matches 60301 - Elk Camp Restaurant as of today

8. Click **Apply**.

9. Click **Test Hyperfind** in the lower left corner and verify that the correct employees appear on the Test panel.

10. Click **Done** to close the Test panel.

11. Click **Save** to save your query.

Note: If you exclude a condition, it appears in Gray color.