

How to Create/Edit a Hyperfind Query

This job aid explains how you can create hyperfind queries to use when viewing schedules, and how to edit and save them for future use.

About Hyperfinds

- A hyperfind is a query that enables you to view a list of employees based on filter criteria.
 - For example, you may be interested in viewing active employees as of today's date who work in a specific department and have an FLSA of non-exempt.

Hyperfind types include:

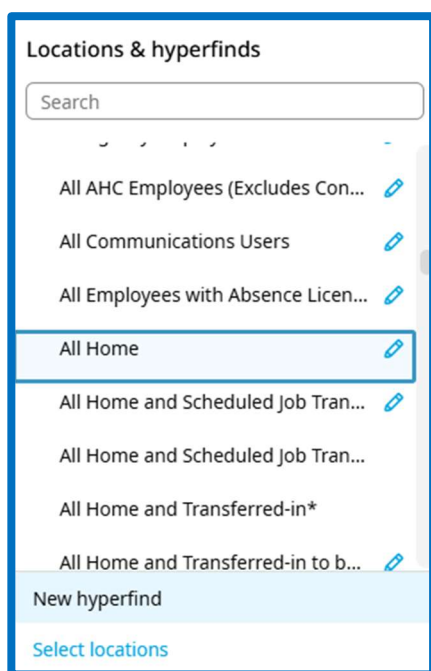
- Ad Hoc — A temporary hyperfind that only you can use. When you log off, the hyperfind is deleted.
- Personal — The hyperfind is saved and available for reuse, but only you can access it.
- Public — The hyperfind is available for anyone to use; a public hyperfind cannot be edited by others.
- Search results 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.

Create a Hyperfind

Create a hyperfind to help you locate data based on specific search criteria.

Navigation: Main Menu > Time > Employee Summary

1. From the toolbar, select the **Select Hyperfind**  icon.
2. From the drop-down list, select New Hyperfind.



Once selected, the **Hyperfind Editor** appears.

3. Ensure that the Home Employees button is set to **No**.

Home employees ☒ No ☐ Yes
This hyperfind is for home employees only.

4. At Ad Hoc, select one of the two buttons

- No – Select to create a personal or public hyperfind that will be available.
- Yes – Select to create a temporary ad hoc hyperfind.

Ad hoc ☒ No ☐ Yes
This hyperfind will be saved for later.

5. Add a name for the 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.

6. Select your visibility option to make either a personal or public hyperfind.

Visibility ☐ Personal ☒ Public
This hyperfind will be visible to others.

7. Select the Add Conditions button.



Build your hyperfind by adding conditions here.

[Add conditions](#)

The **Select Conditions** page displays the filters available to you.

8. Select a condition and then select Add.

Select conditions

Filter

- > General Information
- ▼ Timekeeper
 - Hire Date
 - Employment Status
 - Employment Terms
 - Pay Rules**
 - Device Group
 - Badge Numbers
 - Timecard Change Request Status
- > Time Management
- > Biometrics
- > Scheduling
- > Workforce Scheduler
- > Attendance
- > Accruals

Pay Rules

☒ Include ☐ Exclude people who meet this condition

Pay Rules

- HUH-2094-01
- HUH-2094-01A
- HUH-2094-02
- HUH-2094-03
- HUH-2094-04

Selected conditions Add Update Delete

No conditions

9. Once you've added all of your desired conditions, Select Apply.
10. Select Test Hyperfind on the bottom left corner to verify that the correct employees appear on the Test panel.

Test

Current Pay Period

Name	ID
ABDIE, ZINASH	100399H
ABOAGYEWAA, F...	100407H
ACAR, SHANNO...	702506H
ACLAN, JENETTE A	102876H
ADAMS, MARCIA...	100286H
ADAMS, STUART	700749H
ADEBAYO, OLUW...	700189H
ADEDEJI, ADESA...	110207H
ADEDOYIN, OM...	109741H
ADU, ROSELINE	100061H
AFEWORK, LIDYA	107824H
AFRIYIE, VIDA	100515H
AGUILAR, MAYA E	107985H
AHAMED, AMIRA	702009H
AKINNURUN, AD...	109285H
Totals	771

Done

11. Select **Done** after verifying, then select **Save**

Edit a Hyperfind

1. From the toolbar, select the Select Hyperfind icon.
2. From the drop-down list, select the edit icon next to the hyperfind you want to edit.
3. See Steps 3-11 in the above Hyperfind Editor section to make changes to your hyperfind.

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