

Supervisor - PC - Creating & Editing Hyperfinds

Hyperfinds allow users to create lists of specific employees by using filters and conditions in SharkTime Navigator

3. Select **Visibility**

4. Enter **Query Name**

5. Click **Name or ID**

The **Select Conditions** tab screen will appear allowing the user to build their hyperfind.

6. Select **Include** and search for employee by first name, last name, full name or ID. An * must be included to find results.

7. Enter the employee's **NSU ID or Full Name**. (You **MUST** enter their **FULL NAME** or ID when adding condition.)

8. Highlight all individuals needed and click

9. Click **Add** to add them to query

10. **Save**

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HYPERFIND QUERIES *

Save Save As Return Refresh

Visibility Ad Hoc Query Name Ad Hoc Description

Select Conditions Assemble Query **Test**

Time Period Current Pay Period

Name	Id
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TEST- this will allow the user to see what their query looks like before saving.

HYPERFIND QUERIES *

Save Save As Return Refresh

Visibility Ad Hoc Query Name Ad Hoc Description

Select Conditions **Assemble Query** Test

Selected Conditions

AND OR NOT Disassemble Disassemble All Delete

ID number

The **Assemble Query** allows users to view their current filters and conditions set in detail

Some examples of frequently used hyperfinds are shown below:

Create Query By:	Use this Filter	Tips
Employee's Full Name or ID	General Information> Name or ID	Use * as a wildcard before or after when searching for an employee's ID or name.
Employee's Supervisor Name	Process Manager> Reports To	
Employee's Org Code	General Information> Primary Account> Select 6-digit Org Code	Choose "Within specified time period" instead of "As of today".
Employee's Status	Timekeeper>Employment Status	Use this filter in conjunction with other filters to only display active employees.
Employee's Worked Hours	Time Management>Pay Code	Select "More than" under Worked and then select specific pay code(s)

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4. Use **Select Conditions** Tab to add new conditions, ex. add employee

HYPERFIND QUERIES *

Save Save As Return Refresh

Visibility Personal Query Name Description

Select Conditions Assemble Query View SQL Test

Selected Conditions

AND OR NOT Disassemble Disassemble All Delete

(ID number is N [redacted] OR ID number is N [redacted])

5. Select **Assemble Query** Tab to make changes to preexisting conditions

6. Make sure **OR** is selected when adding a new employee

7. **TEST**- to ensure all changes were made

8. Select **Save**

Manage My Department HyperFind Editor

HyperFind Editor

Back to HyperFind Editor

HYPERFIND QUERIES * Last Refreshed: 11:57AM

Save Save As Return Refresh

Visibility Personal Query Name Hollie Description Test

Select Conditions Assemble Query View SQL Test

Time Current Pay Period

Name Id

Note: Remember to update hyperfind when employee is transferred or terminated from your department