Creating a New Hyperfind

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A Manage My Department							日奈	My Genies	*	*
Current Pay Period	Al Home and Tran	sfer				1. Or De	n the epart	e Manage My t ment Tab click		Hy Genies
Name	Missed Punch	Unexcused A	Late In	Early Out	Unschedule	Ην	vperl	Find Editor		Hanage Requests
	1	3	3	1						i i i i je nequeres
	1	3	1			5		Worked Hours		Exceptions
		5				5		Approvals Summary		QuickFind
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					2	2		IS Summary		HyperFind Editor
		2				2		Payroll Reconciliation		Reports
					2	2		Reconcile Timecard		
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HyperFind Editor Tab will of	pen								
A Manage My Department HyperFind Editor	x								
HyperFind Editor 👻		•							
Back to HyperFind Editor	Back to HyperFind Editor								
HYPERFIND QUERIES	HYPERFIND QUERIES Last Refreshed: 1:33PM								
New Duplicate Edit Delete Refre	sh								
Query Name	Visibility	Description							
Admissions Depa	Personal								
All Active Home Emp	Public								
All Home	Public	This query finds all active People in my Employee Group and/or Organizational Group							
All Home Activ	Public								
All Home and Scheduled Job Transfers	This query finds all employees in my Employee Group and/or Organizational Group, a								
All Home and Transferred-in	Public	This query finds all employees in my Employee Group and/or Organizational Group as							
All Home w/o SignOf									
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	Administration	hage My Department HyperFind Editor	X 23
3.	Select Visibility		
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	HYPEREINI ERIES *		
	Save Save Retur	Refresh	4. Enter Query Name
	Save Savers netur		
	Visibility Personal Public	Query Name * My Team	Description
	Sel(Personal	Mble Query View SQL Test	
	General Information	Include CR ID Exclude people who me	eet this condition
	Name or ID Primary Job	Search by By Last Name	•
	Expired Primary Job	Shoose Specific People	
	Primary Account	Search for 5 Click	Selected Items*
	Person's Dates	*	search
	Timekeeper		>
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	Scheduling		<
	Accruals Isor Information	~	<
•	Back to HyperFind Editor	6. Select Inclu name, full nar	ude and search for employee by first name, last me or ID. An * must be included to find results.
Н	PERFIND QUERIES *		
5	Save Save As Return	efresh	7. Enter the employee's NSU ID or Full
Vsi	bility Personal 🗸 Qu	rry Name * My Team	Description Name. (You MUST enter their FULL NAM
	Select Conditions Assemble Qu	rry View SQL Test	or ID when adding condition.)
ſ	General Information	Include	tion
	Name or ID	Search by By Last Name	•
П	Expired Primary Job	Choose Specific People	
П	Primary Account	Search for	Selected Items*
	Additional Information	test*	Search
П	Person's Dates		
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HYPERFIND QUERIES * Save Save As Return Refresh Visibility Ad Hoc Select Conditions Assemble Query Time Refred Cuerce Deviced	TEST- this will allow the user to see what their query looks like before saving.	
Name	-	ld
HYPERFIND QUERIES * Save Save As Return Refresh Visibility Ad Hoc Query Name* Select Conditions Assemble Query Te	The Assemble Query allows users to view their current filters and conditions set in detail Description	
Selected Conditions AND OR NOT Disassemble Di	sassemble All Delete	
ID number		

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)

Supervisor - PC - Creating & Editing Hyperfinds

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

Editing an Existing/Saved Hyperfind : Adding a new Employee to current hyperfind

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Current Pay Period	Al Home and Trans	sfer				1.	On the Depar t	Manage My ment Tab click		Hy Genies
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	1	3 5 4	1				5 5 5	Worked Hours Approvals Summary		QuickFind
		2			3		3 2 2	Approve Timecards IS Summary		Hyperfind Editor
					2		2 2	Reconcile Timecard Schedule Group Multi-Line		Schedule Editor
					2		2	Manage Requests	*	Work and Absence Summary
							0	Last Refreshed 1:19PM Time Period Current Scl	edule Pe	People Editor
							0	Time-Off 10		Audits Rule Analysis



4. Use Select Conditions Tab to add new conditions, ex. add employee	
Ba d Editor HYPEF QUERIES * 5. 5 Save Save As Return Refresh Visibility ersonal Query Name * 5 Select Conditions Assemble Query View SO Selected Conditions	Select Assemble Query Tab to make anges to preexisting conditions Description
AND OR NOT Disassemble Disasse (ID number is N N N N N N N N N N	6. Make sure OR is selected when adding a new employee
HyperFind Editor 7. TEST-	to ensure all

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Back to HyperFind Editor	changes were made		
HYPERFIND QUERIES * Save Save As Return Refresh Visib Personal Query Name* H Liect Conditions Assemble Query View	ollie I w SQL Test	Description Test	Last Refreshed: 11:57AM
Tim Current Pay Period	•		
8 Select Save		ld	
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Note: Remember to update hyperfind when employee is transferred or terminated from your department