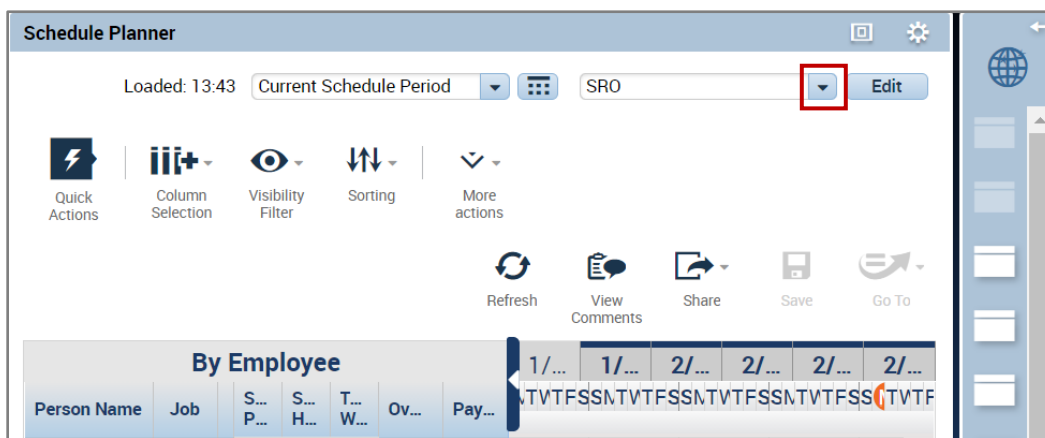


Creating a Hyperfind Query using Reports To

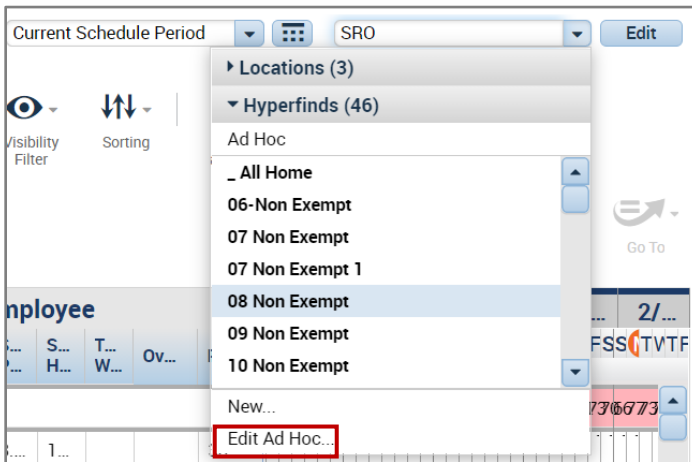
Reports to is a way to create a Hyperfind Query to list team members who report to a specific manager/assistant manager or supervisor in Kronos. The *Reports to* imports to Kronos from Workday.

To create a Hyperfind Query using Reports To:

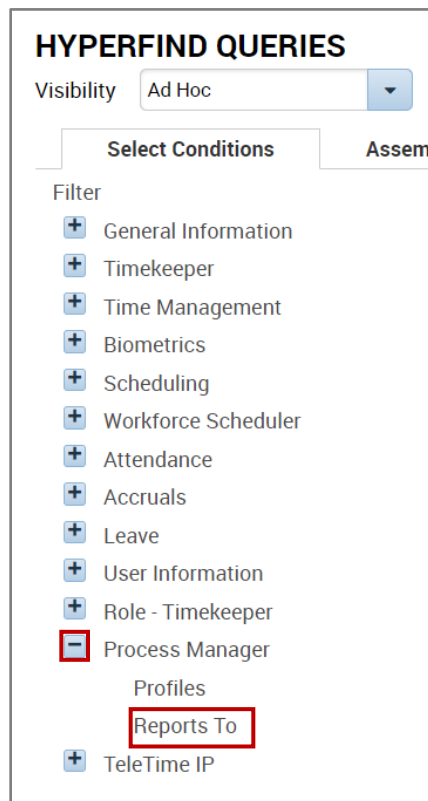
- From the *Schedule Planner* or *Schedules*, select the dropdown arrow beside the default location



- Select *Edit Ad Hoc* at the bottom of the list



- From Select Conditions Filter
 - Expand the *Process Manager* filter near the bottom of the list
 - Select *Reports To*



- Scroll to find the manager in the *Reports To* list and Highlight *Reports To*



The screenshot shows the 'Select Conditions' panel with a list of filters on the left and a 'Test' panel on the right. The 'Reports To' condition is highlighted with a red box in the 'Test' panel.

- Click *Add* to make the *Reports To* (manager) as condition for the *Hyperfind*

The screenshot shows the 'Selected Conditions' panel with buttons for 'Add', 'Update', and 'Delete'. The 'Add' button is highlighted with a red box.

- The manager's name is listed in the list of *conditions* to build the *Hyperfind query*

The screenshot shows the 'Selected Conditions' panel with a list of conditions: 'User accounts are active as of today', 'Employee employed and working as of today', and 'Reports To'. The 'Reports To' field is highlighted with a red box.

- *Test* the Hyperfind Query to see if the correct team members are included

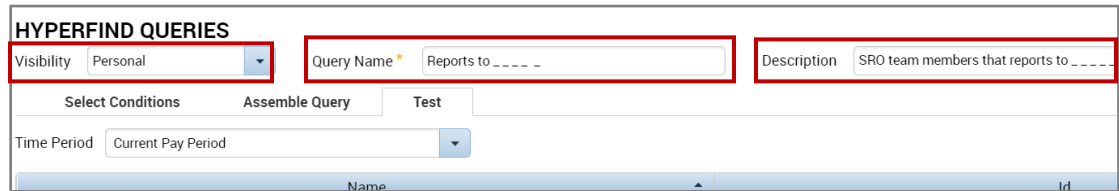
The screenshot shows the 'Test' panel with a table of team members. The first and last cells of the first row are highlighted with red boxes.

Name	Id
[Red Box]	[Red Box]

- If the list of team members is correct, complete the following fields:
- For *Visibility*, click the dropdown and choose *Personal*



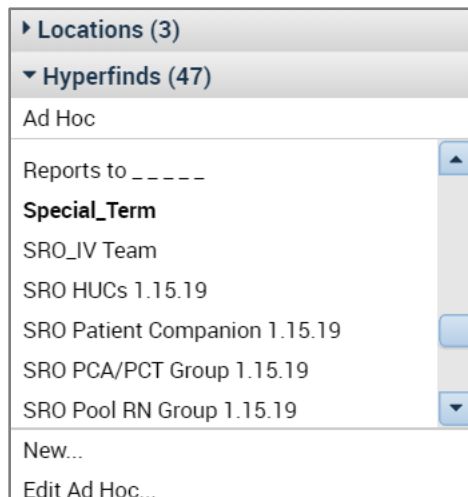
- For *Query Name*, choose a name that would help identify the hyperfind contains the direct reports of manager XXX



- Click *Save As*



Note: If it is beneficial for the *Hyperfind* to be listed the top of the *Hyperfind* list, put an *asterisk* * in front of the name in the query name.



Additional Questions?

- Call the Help Desk at 434-924-5334
OR



- Go to KNOWLEDGELINK and enter a ticket online



See job aid located on the *Kronos Welcome Page* titled:
Submit a Help Desk Ticket On-line