WVAHealth



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

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Current Schee	dule Period	SRO	- Edit
		Locations (3)	
⊙ - ↓	N -	 Hyperfinds (46) 	
/isibility So	rting	Ad Hoc	
Filter		_ All Home	
		06-Non Exempt	
		07 Non Exempt	Go To
		07 Non Exempt 1	
nplovee		08 Non Exempt	
S T		09 Non Exempt	FSS TVTF
H W OV	10 Non Exempt		
		New	7366773
i 1		Edit Ad Hoc	

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

HYP		S			
Visibil	ity Ad Hoc		-		
	Select Conditions		Asseml		
Filte	r				
+	General Information				
+	Timekeeper				
+	Time Management				
+	Biometrics				
+	Scheduling				
+	Workforce Scheduler				
+	Attendance				
+	Accruals				
+	Leave				
+	User Information				
+	Role - Timekeeper				
-	Process Manager				
+	Profiles Reports To TeleTime IP				

• Scroll to find the manager in the Reports To list and Highlight Reports To

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	Select Conditions	Assemble Query	Test
Filte + + +	Select Conditions r General Information Timekeeper Time Management Biometrics Scheduling	Assemble Query	Test REPORTS TO Include C Exclude people who meet this condition Reports To
+ + + +	Workforce Scheduler Attendance Accruals Leave User Information		
	Process Manager Profiles Reports To TeleTime IP	ŀ	

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



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



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

Select	t Conditions	Assemble Query	Test
Time Period	Current Pay Perio	bd	-
		Name	2

- 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

HYPERFI	IND QUERIES			
Visibility P	ersonal 🗸	Query Name * Reports to	Description	SRO team members that reports to
Select	t Conditions Assembl	e Query Test		
Time Period	Current Pay Period	•		
		Name		bi

o Click Save As

Cancel	Refresh	Save As	Save

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.

Locations (3)	
▼ Hyperfinds (47)	
Ad Hoc	
Reports to	
Special_Term	
SRO_IV Team	
SRO HUCs 1.15.19	
SRO Patient Companion 1.15.19	
SRO PCA/PCT Group 1.15.19	
SRO Pool RN Group 1.15.19	-
New	
Edit Ad Hoc	

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