The University of Utah

Hyperfind Query User Guide

MyTime

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Hyperfind Queries

Hyperfind Queries in MyTime allow users to locate employees based on specific criteria. These queries can be customized using one or more conditions and may be created or edited by individual users. Additionally, queries can be shared or assigned to others. However, access to query results is limited to employees **whom** the user is authorized to view.

How to Create a Hyperfind Query

Users can create multiple Hyperfind Queries tailored to the information they need. Queries are built using various conditions, and the results depend on the criteria selected.

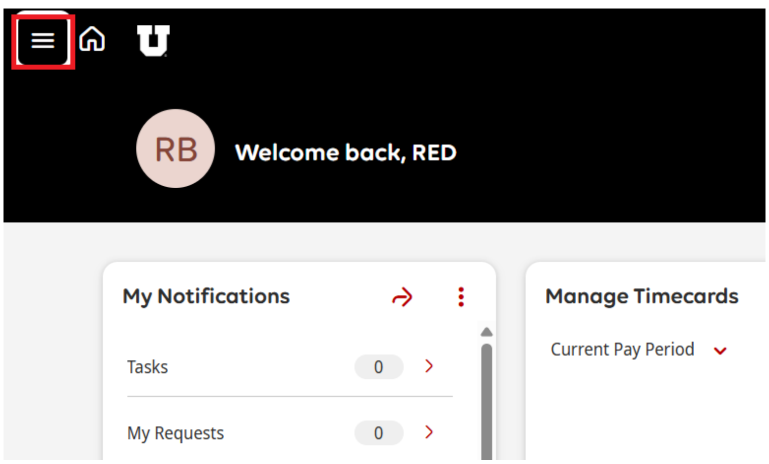
Query Conditions

The effectiveness of a query depends on the conditions used during setup. Broad or dynamic conditions reduce the need for ongoing manual updates.

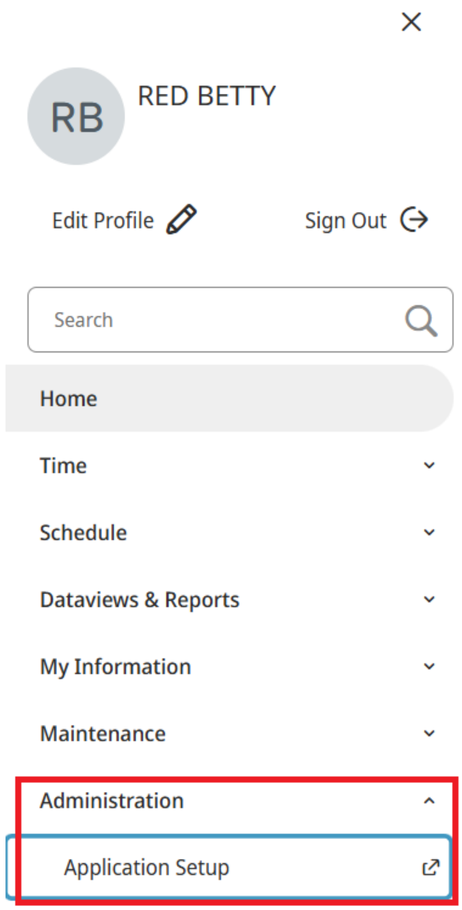
For example, a supervisor could create a query using employee IDs to view direct reports. However, this requires manual updates whenever a new employee is hired. Instead, using conditions like **Employee Status, J**ob **C**ode**, Department,** or **C**hartfield ensures that newly hired employees who meet those criteria are automatically included in the query results.

Create a New Hyperfind Query

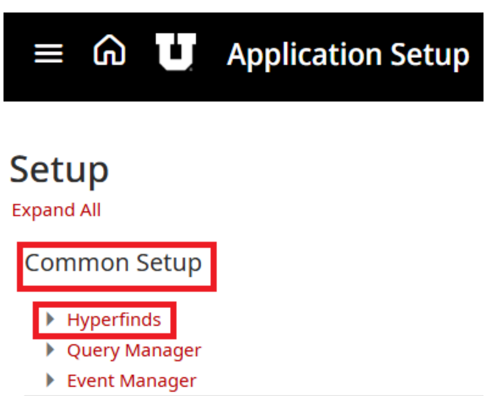
1. Click the hamburger icon at the top-left-hand side of the page.



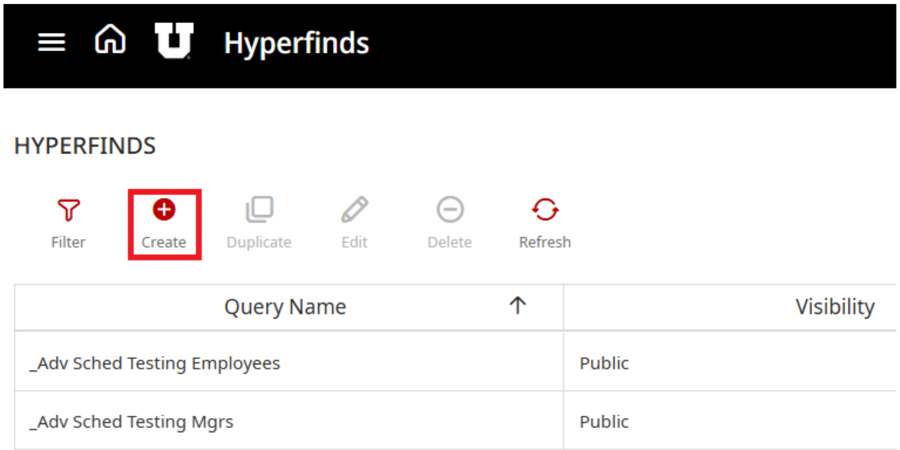
2. Select **Administration** and then **Application Setup**.



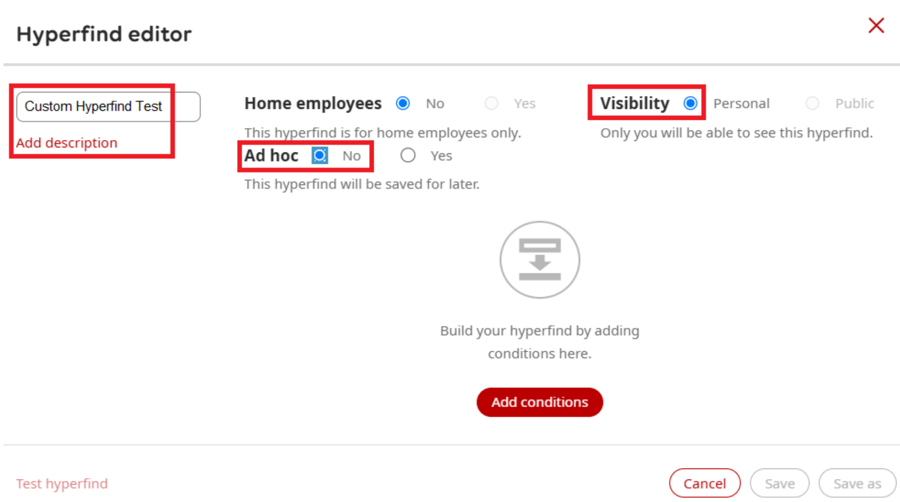
3. A new window will open. Select **Common Setup** and then **Hyperfinds**



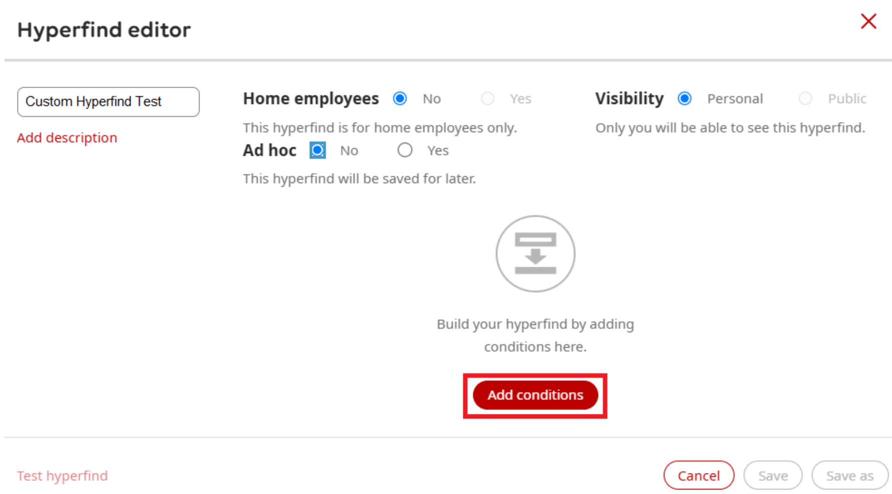
4. This page displays all Hyperfind Queries you have access to. To create a new query, click **Create**.
    a. If you want to build a query similar to an existing one, you can select it, then click **Duplicate**—saving time by not starting from scratch.



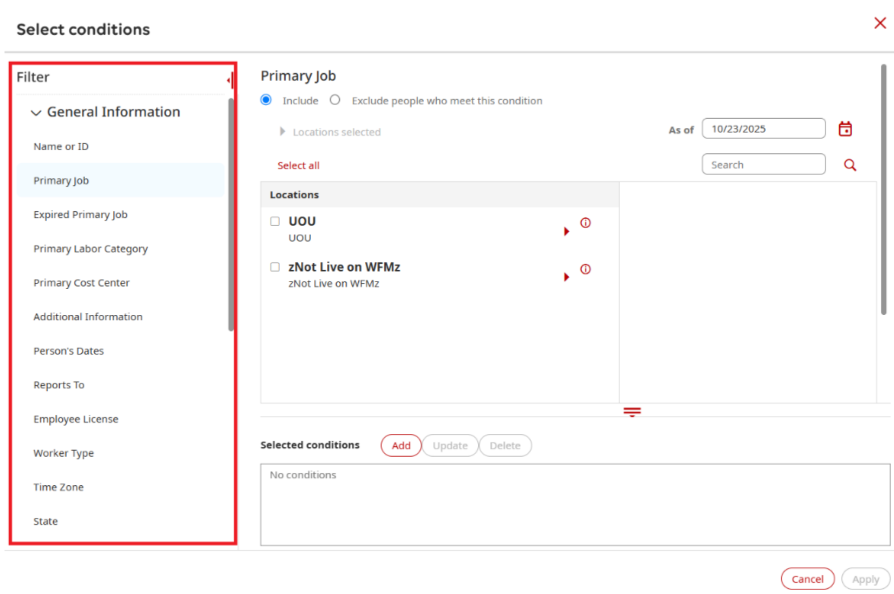
5. To create a custom, personal Hyperfind Query, add a description, click **No** in the Ad hoc section, and then click **Personal** in the Visibility section.

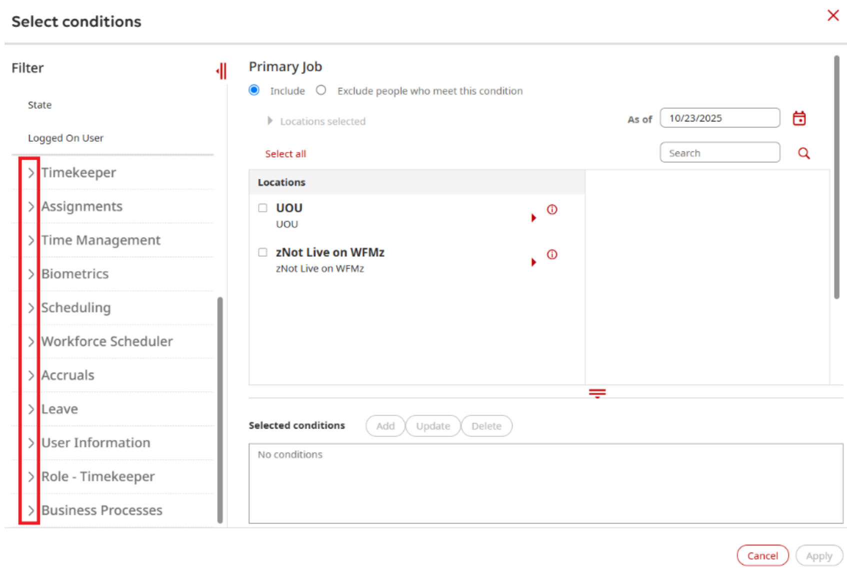


6. Select **Add conditions**



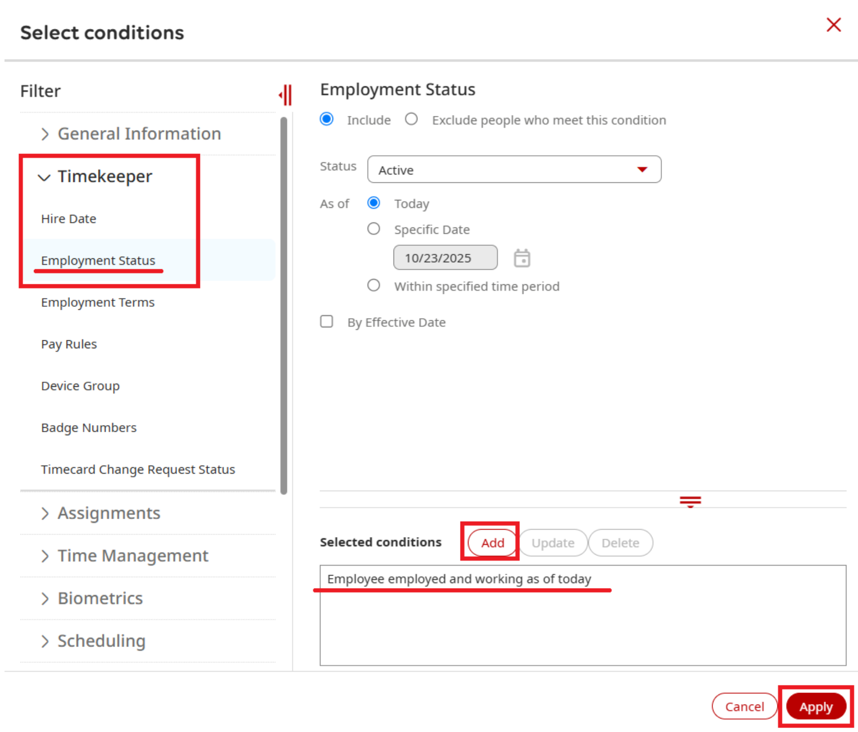
7. On the left-hand side in the **Select Conditions** tab, are the filters that contain the conditions you can choose from to create your query. The **General Information** section is opened by default. Scroll down and click on the **>** to expand each section.





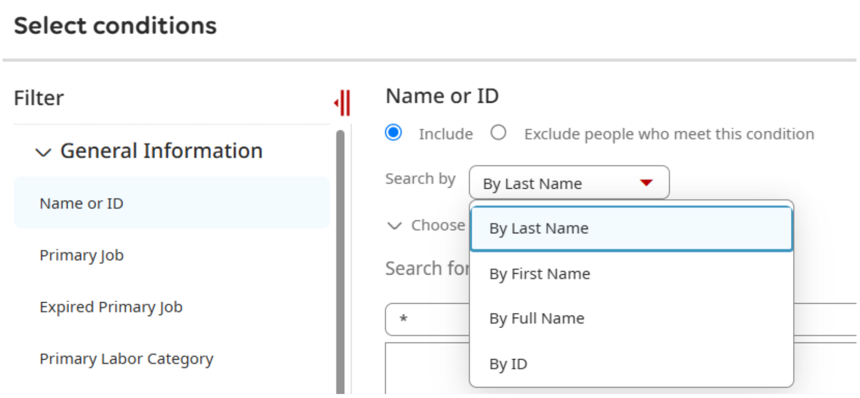
PRO TIP: To have your query include current, active employees, always add the condition of employees who are *working as of today*. To do this, expand the **Timekeeper** filter and select **Employment Status**. Make sure **Include** is selected, the Status is set to **Active**, and the As of is set to **Today**. Then click **Add** and **Apply**.

You will see the added condition (and any additional conditions) in the box below.



EXAMPLE: Building a Query Based on Name or ID

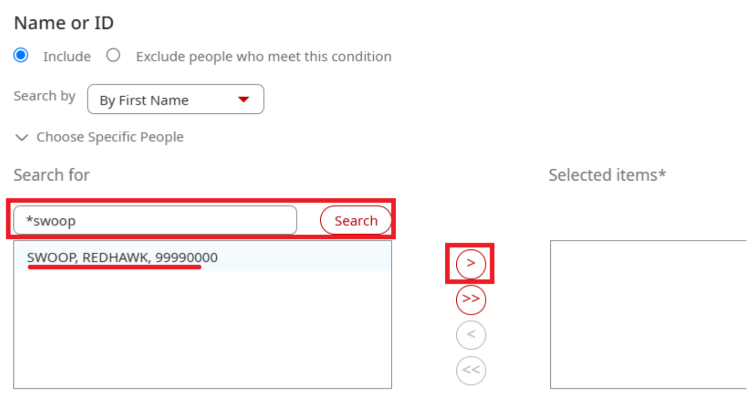
1. Under **General Information**, select either Name or ID. In the Search by box, you have the option of selecting by Last Name, First Name, Full Name, or by employee ID. Click the down arrow to choose the selection that will work for you.



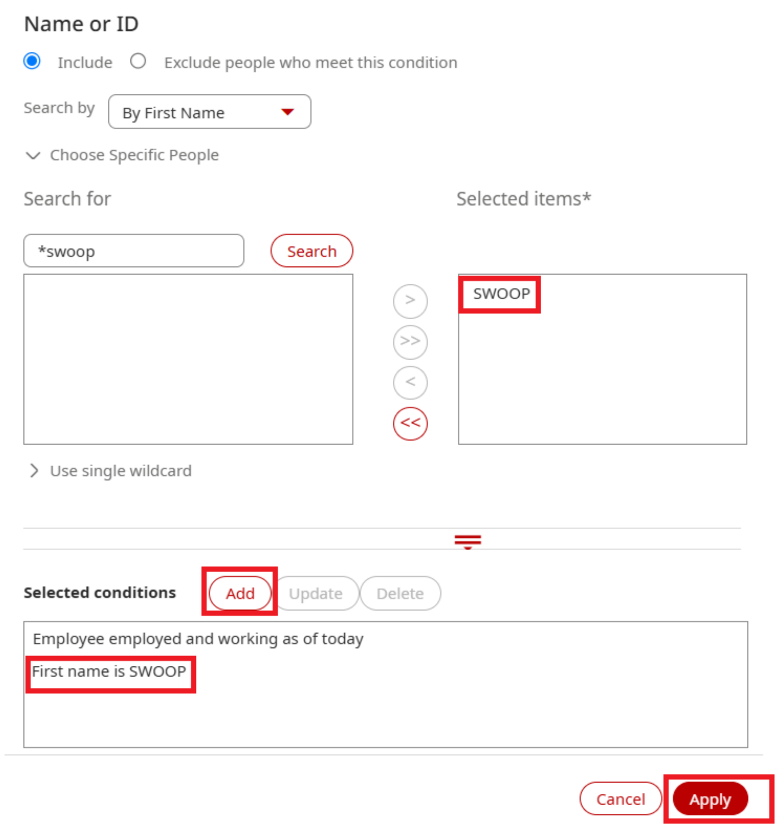
2. In the **Search by** box, type in the information for the field you selected previously (last name, first name, full name, or ID)

3. This will bring back names and IDs of employees that you can select.

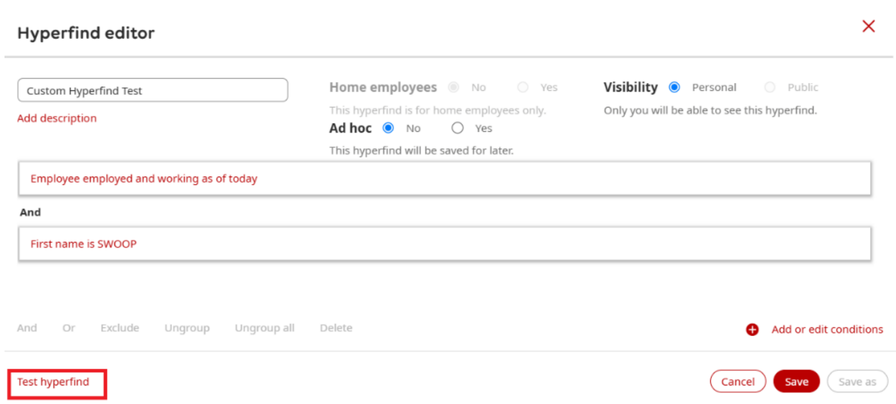
4. Highlight the name of the employee you need for your query and move it to the **Selected Items** side of the screen.



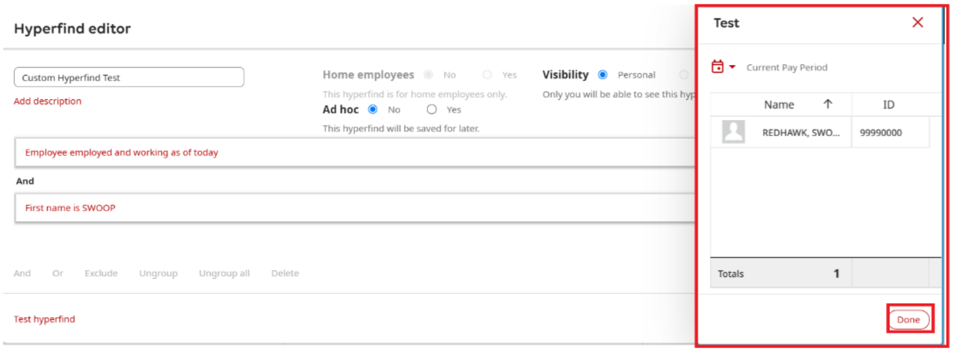
5. Once the name/s have been moved to the Selected Items side, go to the Selected Conditions and hit the **Add** button. It will populate the Selected Conditions box. In this example, you will see that since we used First Name as the criterion, it only added the first name of the employee, not the actual employee.



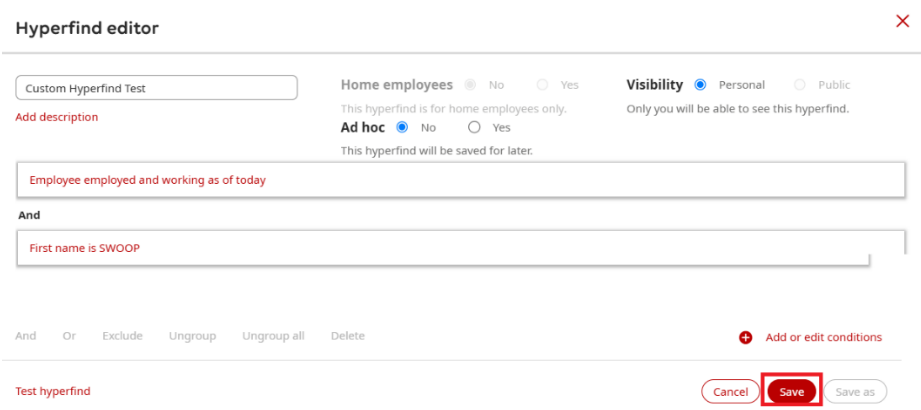
8. Once you have all criteria selected, go to the bottom of the screen and click **Test Hyperfind**.



9. A new window on will appear on the right-hand side of the current page. Testing the Hyperfind will help you ensure that the conditions you selected will return the results you expect. Once you confirm the data is as expected, click **Done**.



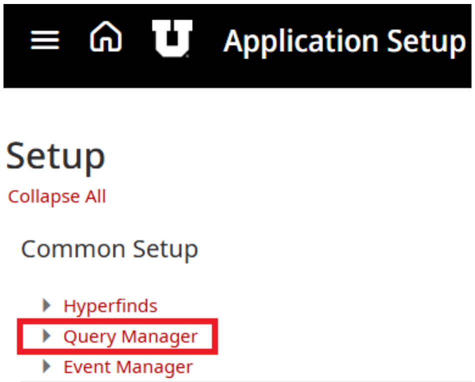
10. If you are satisfied with the Hyperfind, click **Save**.



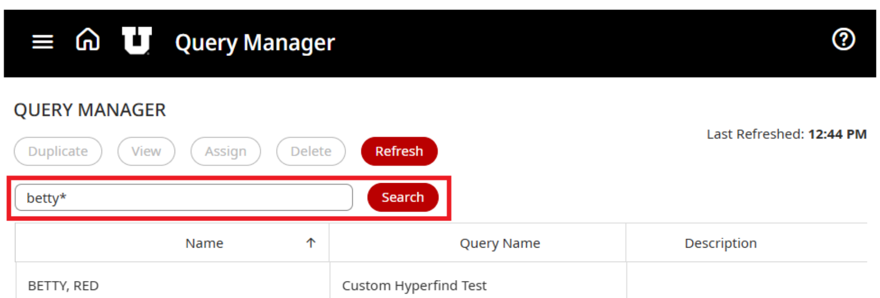
Assign a Hyperfind Query

Once a Hyperfind Query has been created, it can be assigned out to other supervisors that you have access to.

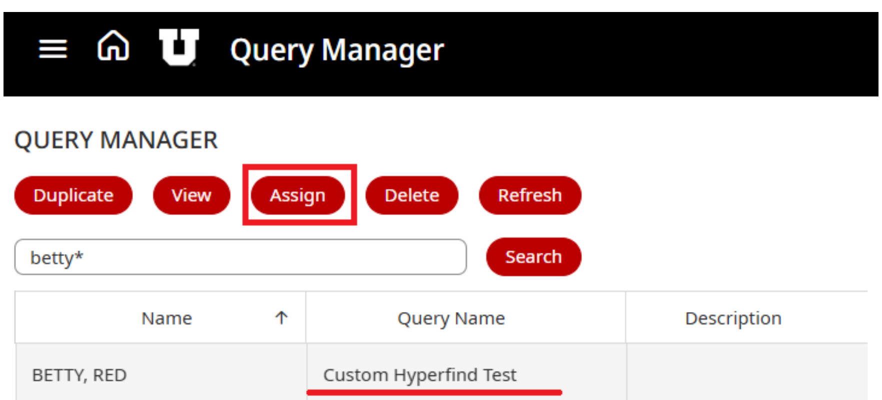
1. Go back to **Administration > Application Setup > Setup > Common Setup > Query Manager.**



2. In the search box, type in your last name. Make sure that you type the name before the asterisk. Hit Search. It will then list the queries that you have set up and are available to assign to others.

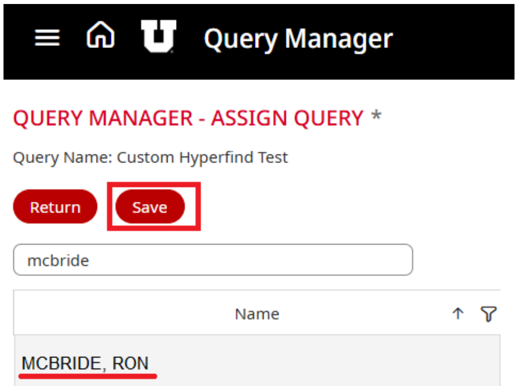


3. Select the query that you want to assign from the list. Select the **Assign** button located under the Query Manager title.

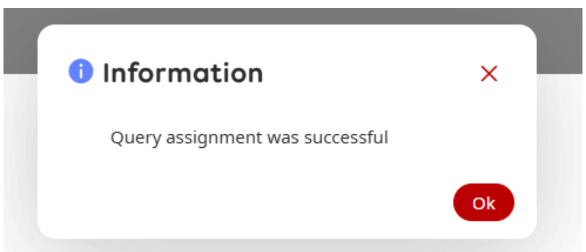


4. Once the assign screen has populated, you will enter the last name in the white filter box. If you have access to more than one person with the same last name, make sure

you are selecting the correct person you want to assign the query to. Highlight the name and select **Save**.



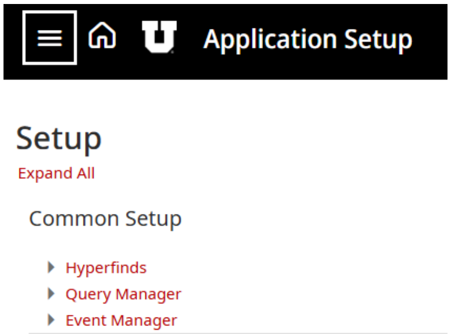
5. Once the information has been saved, you will receive the above message stating it was successful. Select **Ok**.



You have now shared the Hyperfind. The person to whom it was assigned to can now find the query in their own Hyperfind Queries. They will have the ability to modify the Hyperfind once it has been assigned to them.

Edit, Delete, or Duplicate a Hyperfind Query

1. Go back to **Administration > Application Setup > Setup > Common Setup**

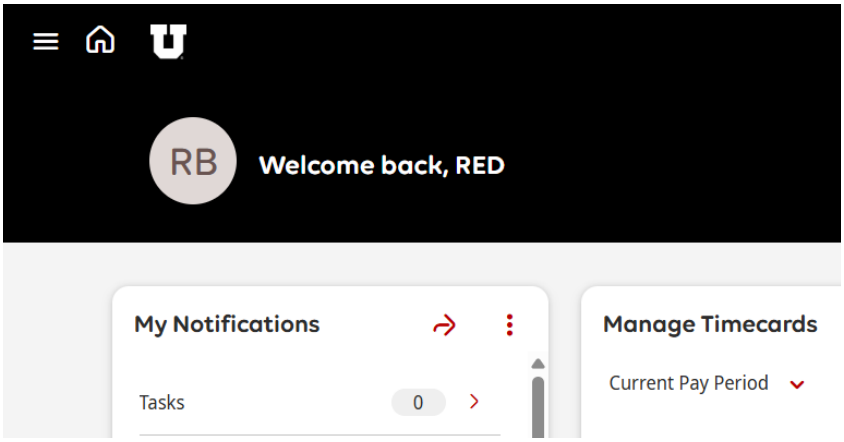


2. To Edit or Delete a Hyperfind Query, go to **Hyperfinds**

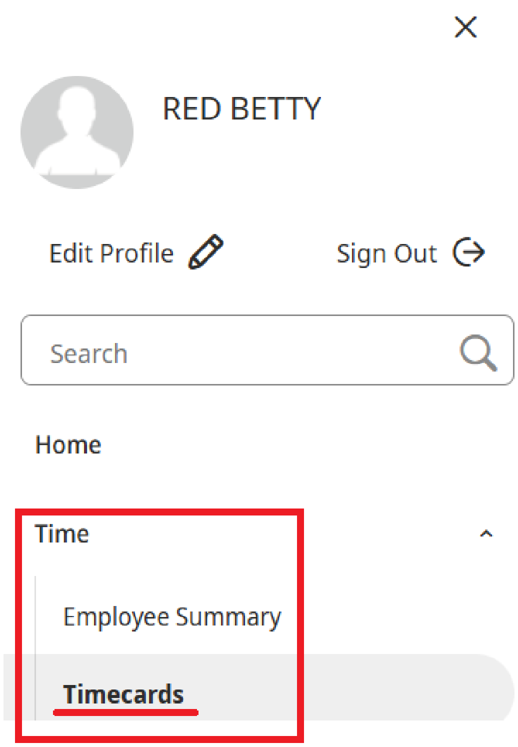
3. If you edit a Hyperfind that you have assigned to another individual, you must delete and reassign the query to anyone the query was assigned to. These tasks are performed in **Query Manager**.

Viewing a Saved Hyperfind Query

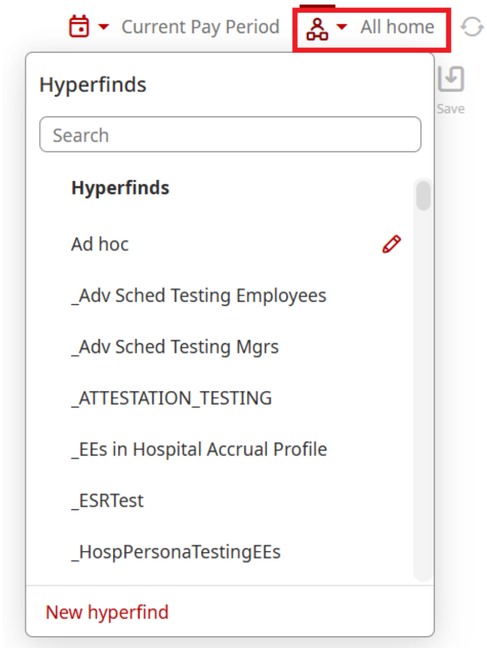
1. Return to your main Homepage



2. To use your new Hyperfind for reviewing Timecards, select the hamburger icon, then select **Time > Timecards**.

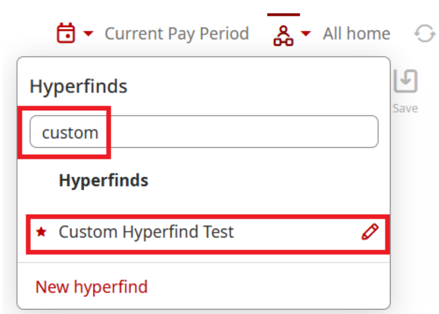


3. Toward the top right-hand side, click the **All home** drop-down to see your Hyperfinds.



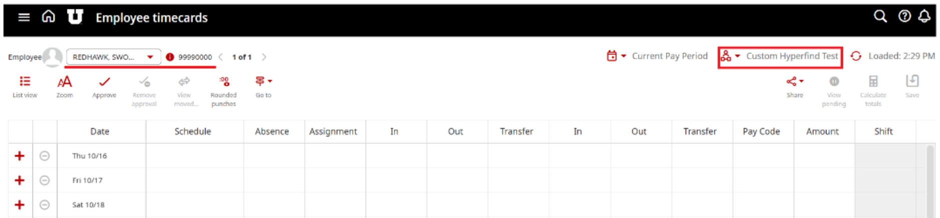
NOTE – you can create new Hyperfinds from this view by clicking **New Hyperfind**. You may also create a temporary Hyperfind by clicking the Pencil Icon next to **Ad hoc**.

4. Scroll through the options available to you, or use the Search bar to locate your Hyperfind quickly.



NOTE: Any Personal Hyperfind will include a Start icon to the left of its name, which can assist you in locating it faster when scrolling through the list of available Hyperfinds.

5. Selecting the Hyperfind will bring up the employees associated with that Hyperfind:



NOTE: Hyperfind Queries will return results based on the criteria you configure. If the query does not include a condition for Employee Status = Active as of today, it may include terminated employees.

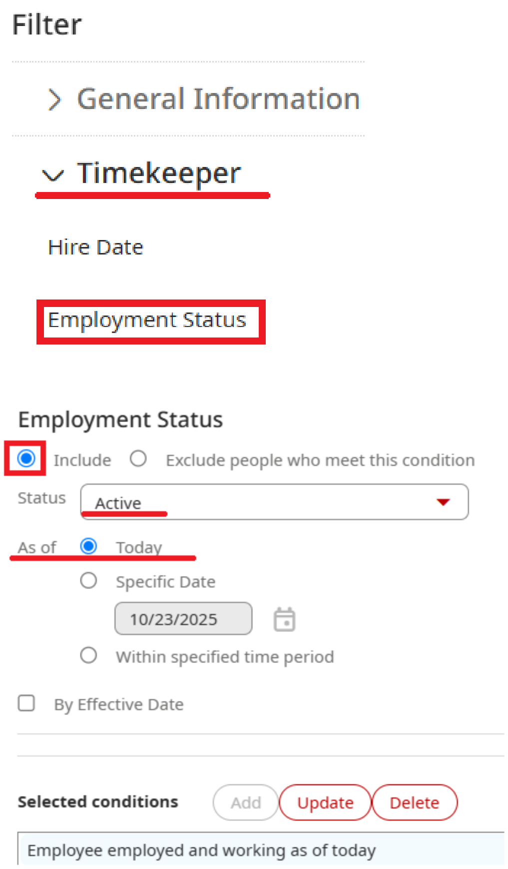
Terminated employees are not automatically removed from Hyperfind results. To exclude them, you must either:

- Edit and resave the query to remove terminated employees manually, or
- Configure the query to include only employees who are currently active and working.

Helpful Criteria to Use when Creating Hyperfind Queries

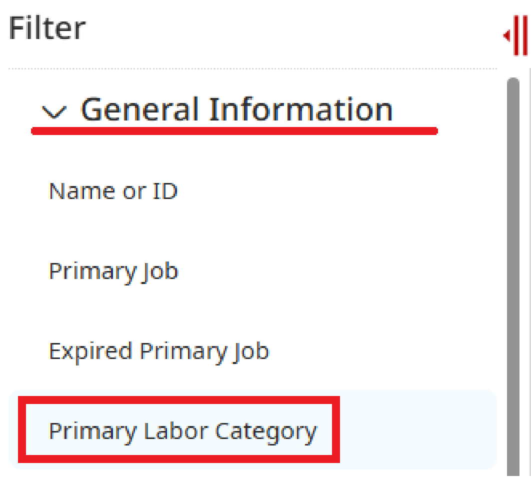
Here is a list of criteria we recommend using when creating Hyperfind Queries.

1. **Timekeeper > Employment Status**

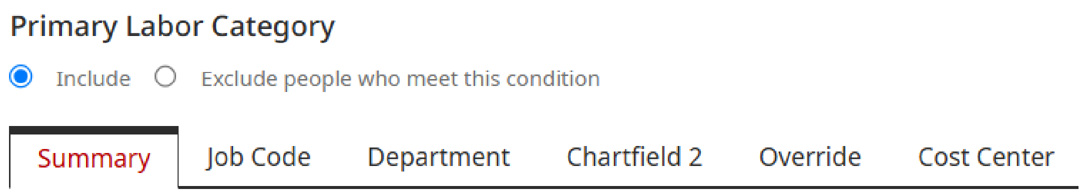


As mentioned earlier, when this criterion is used in a Hyperfind Query, employees with an Active status in MyTime, such as new hires, will automatically be added to the query. Terminated employees will automatically be removed from the query.

2. **General Information > Primary Labor Category**



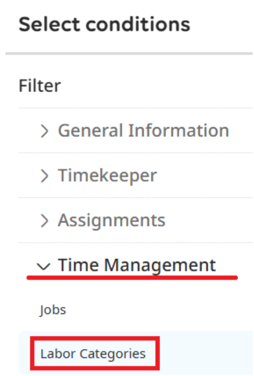
The **Primary Labor Category** filter contains the primary Labor Categories associated with each employee's record. Labor Categories include the employee's Job Code, Department, Chartfield 2, Override, and Cost Center.



Job Code and **Department** filters are straightforward and useful when you want to identify employees who hold specific roles within designated departments. These options help you target your query to return relevant employee groups.

Chartfield 2 and **Cost Center** filters relate to budget and funding sources. These criteria are especially helpful for locating employees assigned to projects with distinct funding mechanisms or those requiring separate tracking of work hours for accounting purposes.

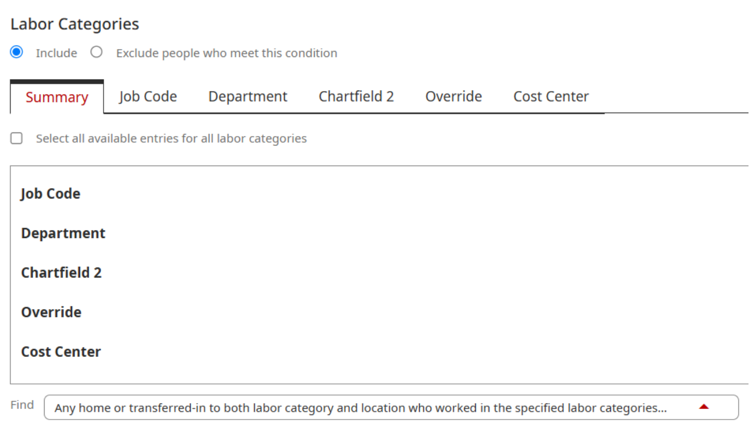
3. **Time Management > Labor Categories**

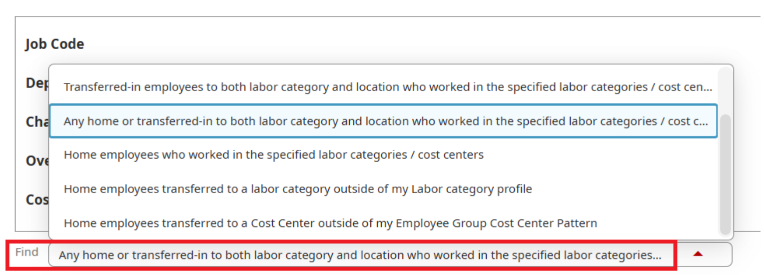


The **Labor Categories** and Primary Labor Categories filters are similar, but with a key distinction:

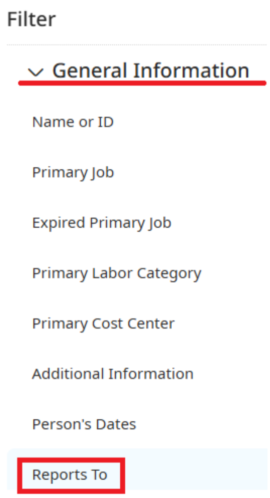
- Primary Labor Categories only include employees assigned to those categories as their primary assignment.
- Labor Categories include both primary assignments and employees who have transferred into the configured labor category combinations.

The **Find** option in this filter allows you to include or isolate employees who have transferred into the specified labor categories.
The **Labor Categories** filter is very similar to the Primary Labor Categories filter.



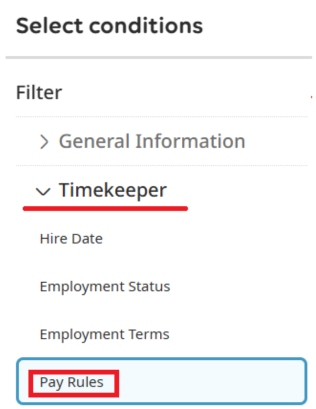


4. General Information > Reports To



The **Reports To** filter helps identify employees who report to a specific supervisor. This information is consistent across systems—MyTime uses the same supervisor assignment as our HR and Payroll system, PeopleSoft.

5. **Timekeeper > Pay Rules**



Pay Rules determine how different types of employees are compensated in MyTime. This filter is useful for identifying employees with unique pay policies, such as those eligible for shift differentials or other specialized compensation structures.

FAQ

1. What are the benefits of Hyperfind Queries over supervisor groups?
   - Using Hyperfind Queries will allow for control of supervisor access.

2. Where can Hyperfind Queries be used in MyTime?
   - In addition to the Timecard section that was discussed in the document, Hyperfind Queries can be used throughout the system. Hyperfind Queries can be used on the Employee Summary page, in the Dataview and Report Libraries, etc.

3. Why can't I see a specific manager when I'm trying to assign a query?
   - It is likely that the manager either does not have the correct access or the query might already be assigned to the manager.

4. Can a supervisor have more than one Hyperfind Query?
   - Yes! You can have as many queries as needed.

5. Can an employee be in more than one Hyperfind Query?
   - Yes. The employees shown in a query are based on the conditions used to build the query.

6. Can a saved Hyperfind Query be assigned to more than one supervisor?
   - Yes, queries can be assigned to multiple supervisors. Note that if the query is edited, those changes will not roll out to anyone else who has that same query.

7. What happens if I edit a Hyperfind Query?
   - The edits are only visible to your own copy of the query. If you want others to have the updated version of the query, you will need to delete and reassign the edited query.