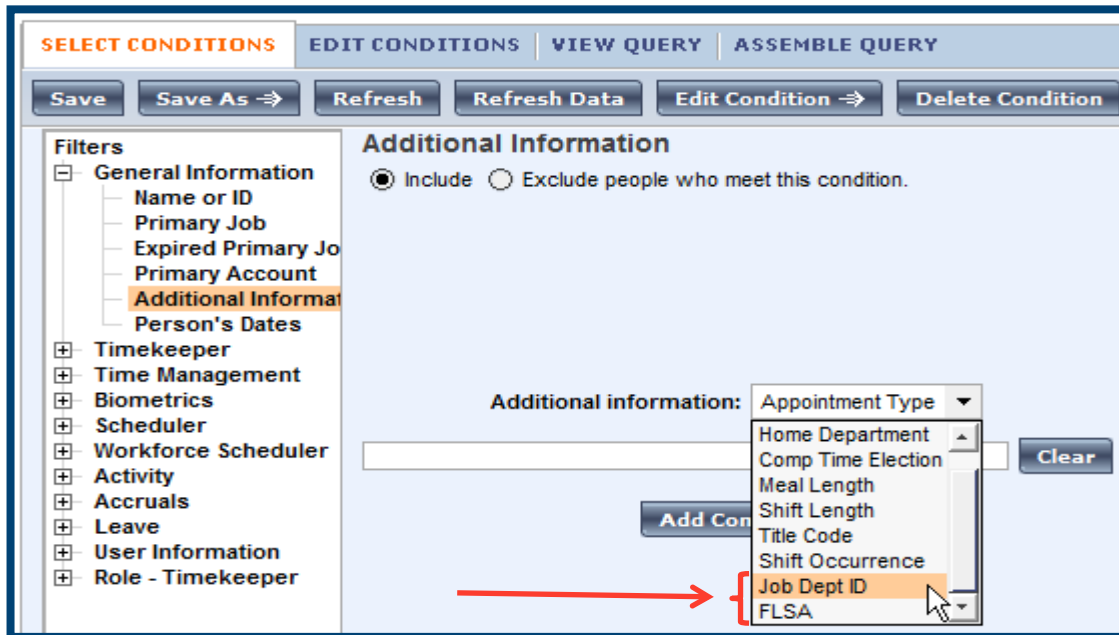


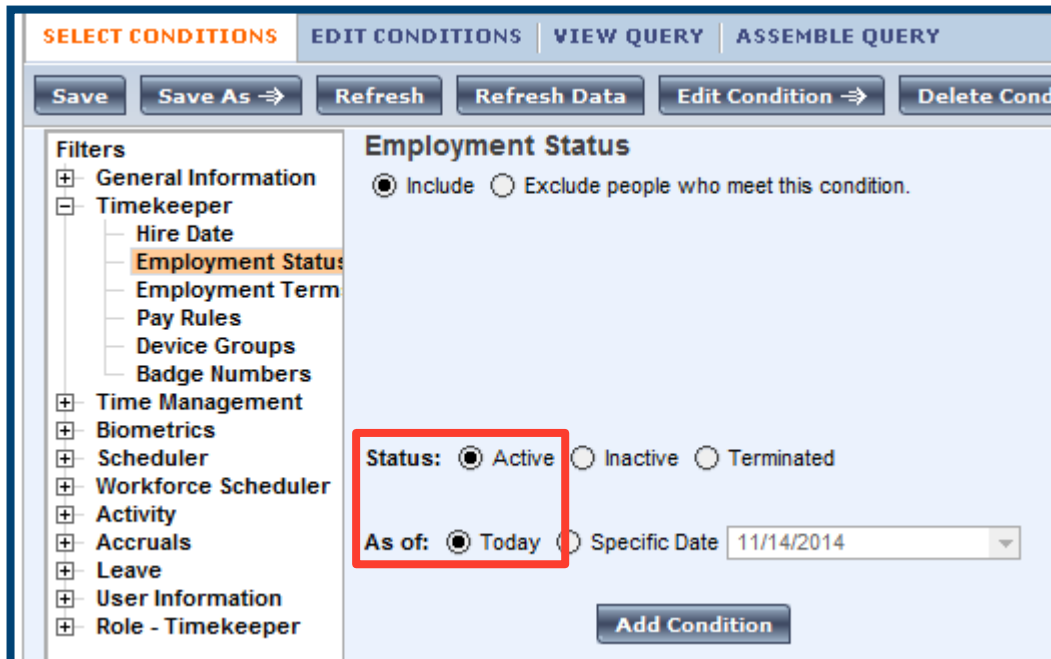
A basic HyperFind used frequently by Timekeepers consists of the following conditions:

1. One or more **Job Dept IDs**
2. An **FLSA** status (**N** for non-exempt, **E** for exempt)
3. The **Employee employed and working as of today** condition.

Job Department IDs and FLSA status are located in the General Information/Additional Information section of the SELECT CONDITIONS tab and Filters outline.



Employee employed and working as of today is located in the Timekeeper/Employment Status section of the SELECT CONDITIONS tab and Filters outline.



Condition Joiners:

After the conditions criteria is selected, the conditions will need to be assembled using the **And**, **OR**, **NOT** joiners. If the HyperFind query being created will be using multiple similar conditions, e.g., multiple **Job Dept IDs**, or multiple **Supervisor IDs**, be sure and use the **OR** joiner to join the similar conditions. The **OR** joiner will allow for multiple similar conditions to be joined, the **AND** joiner will actually restrict the ability of the query to retrieve the desired multiple conditions. The **AND** joiner is used to join disparate condition criteria, e.g., **Job Dept ID** and **FLSA** status.

The following is an example of a HyperFind Query with multiple **Job Dept IDs**, **FLSA** Status **N** for non-exempt and retrieving only current and active employees:

(Additional information **Job Dept ID** matches FJPPS **OR**
Additional information **Job Dept ID** matches FMHUM **AND**
Additional information **FLSA** matched **N AND**
Employee employed and working as of today)

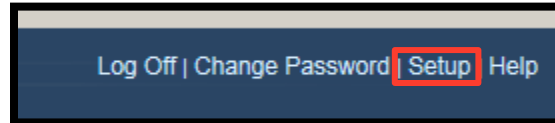
If criteria from the Additional Information fields are going to be used in the HyperFind Query, specific syntax requirements must be observed:

- Numerical fields must always be two digits (e.g. 08 for 8 hours Shift Length)
- Alpha Characters must always be uppercase (e.g. N for non-exempt and E for exempt)

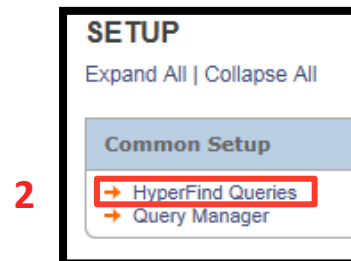
Any of the additional criteria options available in the CalTime **SELECT CONDITIONS** tab can be used to build a HyperFind. It frequently takes several iterations to get a HyperFind Query constructed in a way that returns the data desired. Do not get discouraged if your first test query does not return what you want. Just keep playing with the conditions until you get what you want, and then be sure to **SAVE** your query!

The following step-by-step job aid illustrates how to construct a basic frequently used HyperFind.

1. Once you have logged in to CalTime, select **Setup** from the utilities link in the top right of the CalTime window.



2. Select **HyperFind Queries** in the **Common Setup** menu.

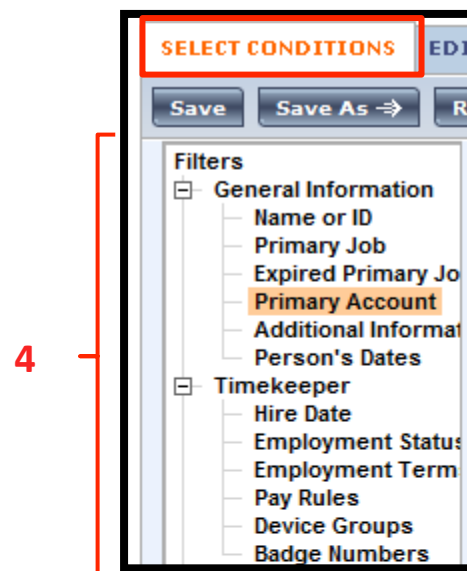


The **HYPERFIND QUERIES** window will open listing all your public and personal **HyperFinds**.

3. Click the **New** button to start building a new **HyperFind** query.

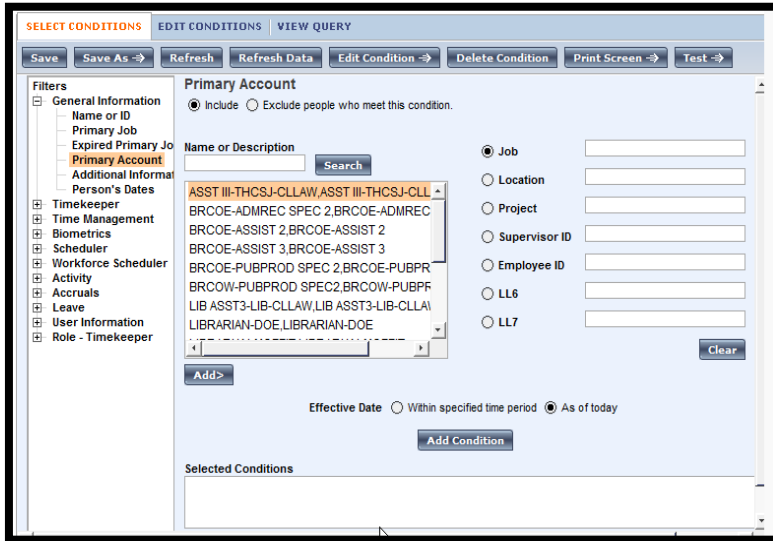


4. The **SELECT CONDITIONS** panel will open on the left side of the window. (New HyperFind queries are built using the available **Filters** and adding requisite conditions specific to the **Filter** topic.)



Example A:

If you click **Primary Account**, all the options for all the labor levels will be available to add as a **HyperFind** condition. Example - **Primary Account** is where specific **Job** (Friendly Name), **Supervisor** IDs, or **Employee IDs** would be selected as query conditions.

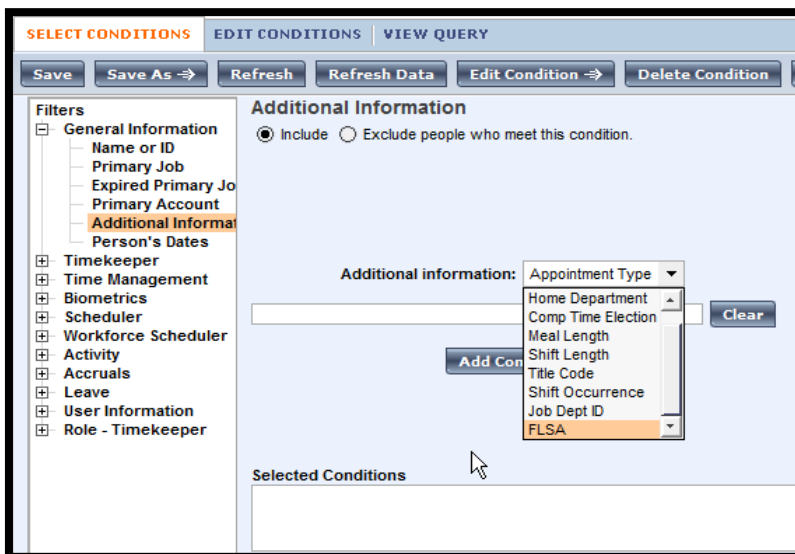


Example B:

If you click **Additional Information**, all the additional information fields will be available to add as **HyperFind** condition.

NOTE: It is recommended you use **Job Department ID** rather than **Home Department** as a condition in your **HyperFind**.

FLSA status can be an important frequently used condition. Use “**N**” for non-exempt and “**E**” for exempt employees.



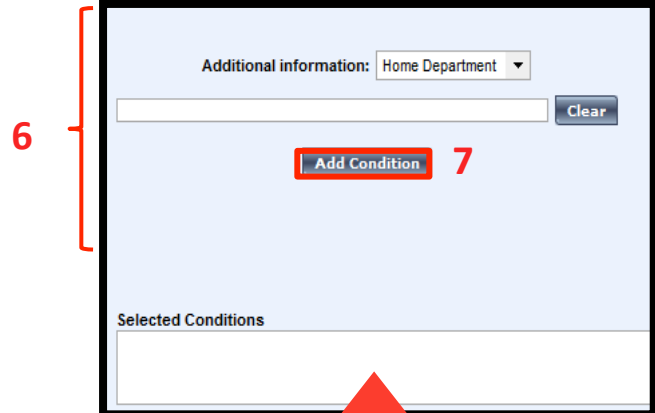
5. Select the appropriate **Filter** topic from the left side of the window (as shown in *Examples A and B*). The required conditions fields associated with the **Filter** topic will appear on the right side of the screen.

6. Search for the specific condition(s) needed using the available options.

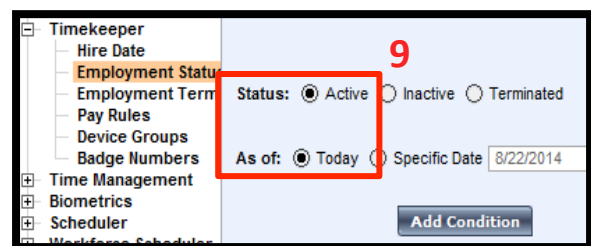
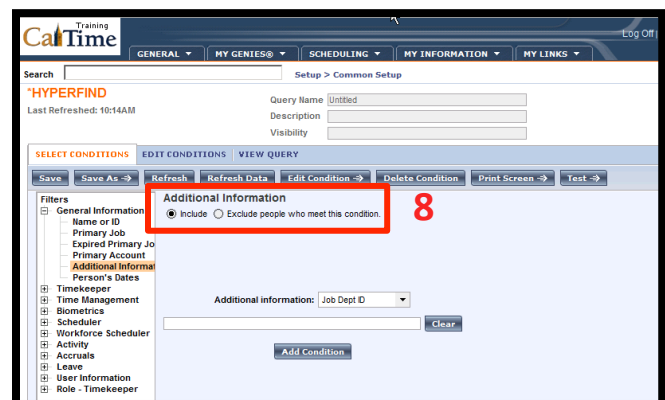
7. Click the **Add Condition** button to add the condition to the **Selected Conditions** window in the lower section of the window.

8. Be sure the appropriate button is selected from the **include/exclude** options at the top of the window.

9. Select **Employee Status Active As Of Today** buttons from the **Timekeeper/Employment Status** filter and add to the **Selected Conditions** if you want only current employees to appear in your HyperFind.



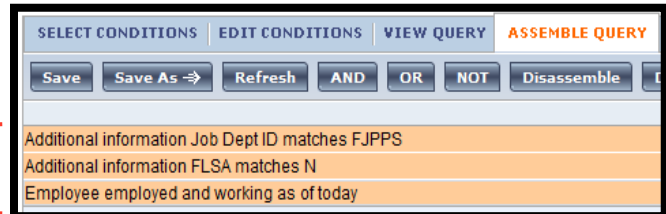
The **Selected Conditions** window is where the filter conditions that will be used in the HyperFind query are listed.



10. Click the **Assemble Query** button above the **Edit Condition** and **Delete Condition** buttons.

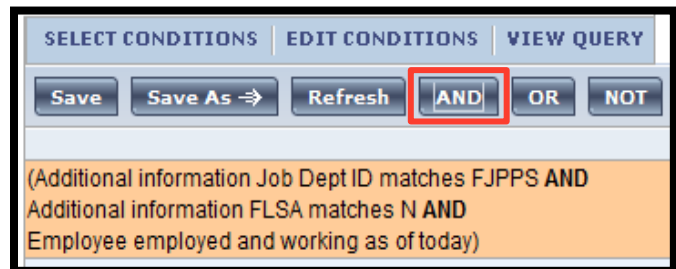


11. Select the query criteria to be joined. In this example there is a job code, an FLSA Status, and an employment condition. In this simple example with just one Job Dept ID no **OR** joiner is necessary.

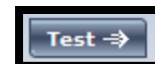


12. Click the **AND** button to join the query conditions.

Note: if you are assembling two Job Department IDs or more in your query, place an **OR** between the IDs, not an AND. You can mix AND or OR when assembling, just select the appropriate criteria, and then the appropriate button, AND or OR. Refer to page 2 of this job aid for additional information on joiners. The last page of this job aid has an illustration of a Query with two Job Dept IDs.



13. Click the **Test** button to test the **Selected Conditions** and make sure the results desired are returned. If not, re-work the filter conditions until the desired results are achieved.



13

14. After a successful test has been run click the **Save** button to start saving the new **HyperFind** query.

14



The **Save Query As** window will appear.

15. Select the **Personal – visible only to me** button in the **Visibility** box to save this as a personal query
16. Add a descriptive title for the query in the **New Name** field.
17. Add a good **Description** of what this **HyperFind** returns to record the purpose and results of this **HyperFind**.
18. Click the **OK** button to finish saving the new **HyperFind** query.

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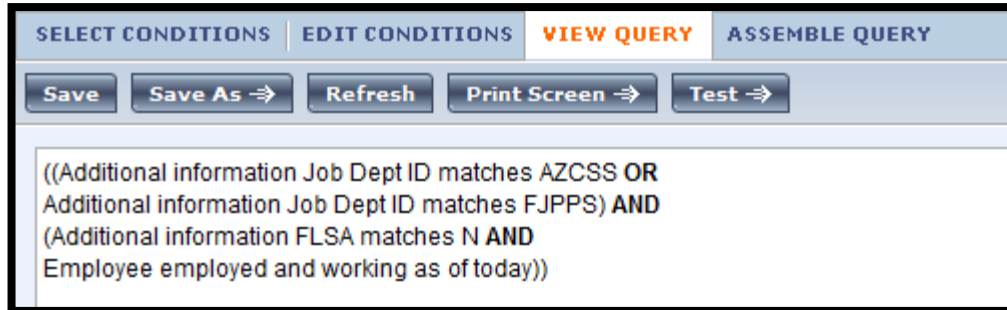
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Below is an example of a HyperFind with two Job Dept IDs illustrating the joiners OR, AND in the correct position to return all employees in departments AZCSS; FJPPS, who are non-exempt and are active and working.

It is a best practice to select the View Query tab after assembling and testing a query to verify the joining logic is accurate.



The screenshot shows the 'VIEW QUERY' tab selected in the HyperFind interface. The query text is as follows:

```
((Additional information Job Dept ID matches AZCSS OR  
Additional information Job Dept ID matches FJPPS) AND  
(Additional information FLSA matches N AND  
Employee employed and working as of today))
```