My Time – “My Employees” HyperFind Query

What is it? “My Employees” is a custom HyperFind Query that has been configured for individuals that have been setup with broad access, and who are responsible for approving other employees’ time.

How can I use it? The “My Employees” HyperFind Query can be used to return only those employees’ timecards you need to review and approve. The name of the query includes the words “My Employees” as well as your Yale UPID (ex: My Employees – 12345678). Any employee within Kronos, which reports directly to you, will have your Yale UPID setup within their Primary Labor Account (Labor Level 1). Your personal “My Employees” HyperFind has been created to handle this logic, and will return any employees setup as such.

Using the “My Employees” HyperFind Query

Step 1: After initial log-in, select any Genie (exception: QuickFind) under the “My Genies®” list (see below). Here, you will be able to select your “My Employees - *UPID here*” HyperFind Query.

Please Note: Your access will determine what (and how many) Genies you can view. You may or may not have access to any or all of the listed Genies below.
Step 2: You will now select your “My Employees” HyperFind Query via a Genie. In the example below, we have navigated to the “PAY PERIOD CLOSE” Genie; Under “Show,” select your “My Employees” HyperFind Query and the appropriate “Time Period” (see below).

2. Click the drop-down menu for Show; Select “My Employees”

3. Click the drop-down menu for Time Period; Select the appropriate time frame

4. The employees who report to you will be displayed within the Genie