Creating a Customized List of Direct Reports in Kronos

Kronos is designed to show all employees in your department upon log in. The following steps will help you create a customized group list of direct reports and allow you to customize your view. After the HyperFind is created, you will select this list each time you log in to easily navigate to your direct reports.

Please note: Employees are automatically added or removed from the list when they are hired or terminated.

- Log into go.gwu.edu/trs
- Navigate to Manager Tools in the Related Items Pane
  - Select HyperFind Queries
  - Then select New
  - Choose Personal from the visibility drop down box
  - Enter Query Name (you can choose whichever name i.e. ‘Direct Reports’)
- Choose the Select Conditions tab
  - Open Timekeeper section
    - Select Employee Status. You must verify that the Include radio button and the As of:Today radio buttons are selected
    - Click Add
  - Open Process Manager section
    - Select Reports To (the Include Button must be selected)
    - Find and Select your name from the list (list is alphabetical by last name, unfortunately you must scroll and find your name)
    - Click Add in the bottom portion of your screen
    - Click Save when complete
  - You will need to log off and log in to Kronos again to view the HyperFind.

After the HyperFind is Created

- While in the Manage My Department view, navigate to the Show Group drop down menu and select the name you created. This step must be completed each time you log into Kronos to easily navigate to your direct reports.