

USING THE WORKFORCE TIMEKEEPER INTERFACE

Genies

The screenshot displays the Kronos Workforce Navigator interface. At the top left is the Kronos logo. The main navigation bar includes "Manage My Department" and "testmanager Sign Out". The "Genies" widget is highlighted with a red arrow. Below it is a "QuickFind" search bar and a "Current Pay Period" dropdown. A "related items pane" on the right lists "Genies", "Help", "Request Manager", "Reports", "Schedules", and "Timecards". A text box in the center provides instructions: "Choose the Genies widget from the related items pane. Use the QuickFind dropdown to find which applicable genie you want to utilize." A red arrow also points to the "QuickFind" dropdown.

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The screenshot displays the 'Manage My Department' interface in Workforce Navigator. The main header is 'Genies'. Below it, there's a section for 'Employee Audit - Sys Admin' with a 'Current Pay Period' dropdown set to 'None'. A toolbar contains icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Approval', and 'Schedule'. A table with columns 'Employee Name', 'AHSN ID', 'Lawson ID', 'Primary Job Name - Full', 'Assigned Manager', and 'Home Labor Account' is visible. A callout box with the text 'From the dropdown select Edit Ad Hoc' has a red arrow pointing to the 'Edit Ad Hoc...' option in the 'Ad Hoc' dropdown menu. The dropdown menu also lists 'Hyperfinds (290)', 'Ad Hoc', and several schedule-related items.

Employee Name	AHSN ID	Lawson ID	Primary Job Name - Full	Assigned Manager	Home Labor Account
[Empty table body]					

From the dropdown select Edit Ad Hoc

- Hyperfinds (290)
- Ad Hoc
- !All ECMO AUD Schedules-345681
- !All ECMO NCH Schedules-325681
- !All ECMO NH Schedules-315681
- !aTest
- !ES- 065881 065887
- 060519-Worked
- 060720 all
- New...
- Edit Ad Hoc...

USING THE WORKFORCE TIMEKEEPER INTERFACE

The screenshot displays the Kronos Workforce Navigator interface for HyperFind Queries. At the top, the Kronos logo is visible on the left, and user information 'testmanager Sign Out' is on the right. Below the logo is a 'Manage My Department' button. The main header area includes 'HYPERFIND QUERIES', 'Last Refreshed: 9:59am', and search fields for 'Visibility' (set to 'Ad Hoc'), 'Query Name' (set to 'Ad Hoc'), and 'Description'.

The interface is divided into three main sections: 'Select Conditions', 'Assemble Query', and 'Test'. The 'Select Conditions' section on the left features a 'Filter' menu with categories like 'General Information', 'Timekeeper', 'Scheduling', and 'Process Manager'. Under 'General Information', 'Primary Job' is selected and highlighted in orange. Other options include 'Expired Primary Job', 'Primary Account', 'Additional Information', and 'Person's Dates'.

The 'Assemble Query' section is titled 'PRIMARY JOB' and includes radio buttons for 'Include' (selected) and 'Exclude people who meet this condition'. It features an 'As Of Date' field set to '7/12/2020' and a 'Go To' field. Below this is a list of conditions with checkboxes: '. Beginning Of Time - Forever', 'AUD Beginning Of Time - Forever', 'NBH Beginning Of Time - Forever', 'NCH Beginning Of Time - Forever', 'NMC Beginning Of Time - Forever', and 'NH Beginning Of Time - Forever'. A blue callout box with the text 'Begin creating HyperFind logic.' is overlaid on this list. There is also an 'Include jobs from all locations below' checkbox and an 'Effective Date' dropdown set to 'As of today'.

The 'Test' section at the bottom shows 'Selected Conditions' with 'Add', 'Update', and 'Delete' buttons. Below this, a list of conditions is displayed: 'User accounts are active as of today' and 'Employee employed and working as of today'.

On the right side of the interface, there is a vertical navigation menu with icons and labels for 'Genies', 'Help', 'Request Manager', 'Reports', 'Schedules', 'Timecards', 'Group Edit Results', 'Exceptions', and 'Timecard Approval'.

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Search for employees using the QuickFind Genie. You can use the following methods to search:

Search by employee's last name

Search by name or ID

Search by partial name or ID

You can also change the list of people that appear by selecting a different period from the Time period drop-down list.

The screenshot shows the Workforce Navigator interface. At the top, there is a navigation bar with a "Manage My Department" button. Below it is the "QuickFind Genie" search bar, which is circled in orange. The search bar contains a dropdown menu labeled "QuickFind" and a search input field with a magnifying glass icon. Below the search bar is a toolbar with various icons and labels: "Select All Rows", "Column Selection", "Filter", "People", "Timekeeping", "Accruals", "Approval", "Schedule", "Share", and "Go To". Below the toolbar is a table with three columns: "Name", "ID", and "Primary Labor Account". The table contains two rows of data: "Warden, Melvin" with ID "13" and Primary Labor Account "102/203/319/401/533", and "Torres, Katherine" with ID "35" and Primary Labor Account "102/203/321/403/542".

Name	ID	Primary Labor Account
Warden, Melvin	13	102/203/319/401/533
Torres, Katherine	35	102/203/321/403/542