

4.4.a. Org Manager Job Aid: Introduction to Hyperfinds

1 Login to LoboTime. Click on the three stacked bars in the upper left corner.

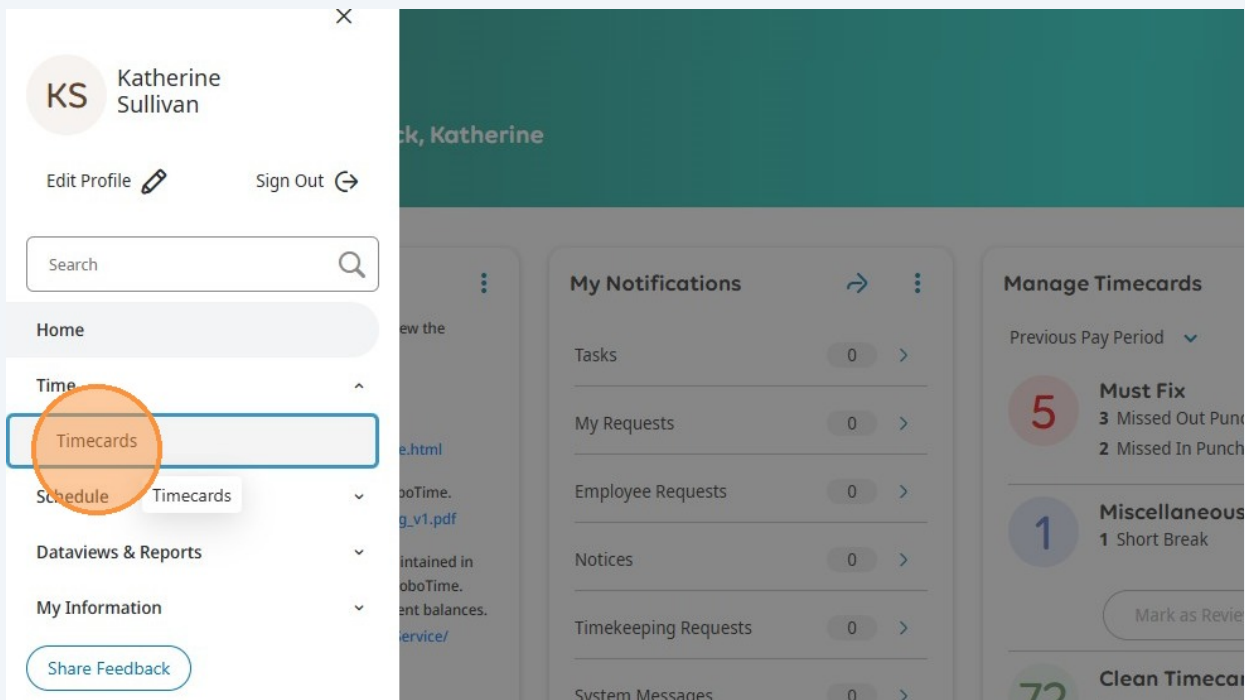
Hyperfinds can be accessed when viewing employee information, such as timecards or a dataview. In this example, the Hyperfind filter is accessed through timecards.

For instructions on logging into LoboTime, refer to *Supervisor Job Aid: General Access & Dashboard*.

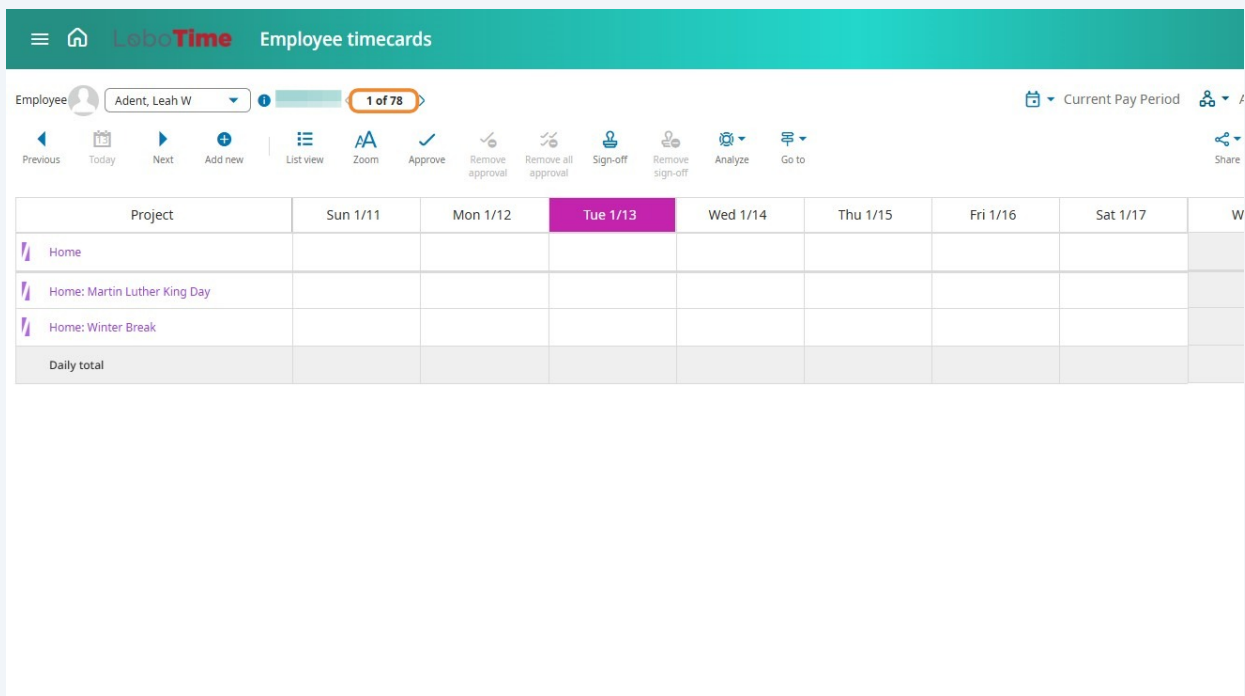
The screenshot displays the LoboTime dashboard for user Katherine (KS). The interface is organized into several key sections:

- HR and Payroll Updates:** Provides links to HR information, payroll deadlines, job aids, and current leave balances.
- My Notifications:** A central hub for various alerts, including tasks, requests, notices, and timekeeping issues.
- Manage Timecards:** Shows the current pay period and highlights items that need attention, such as missed punches and short breaks, along with a count of clean timecards.
- Manage Schedule:** Displays the current date (1/13/2026) and a list of schedule statuses.

2 Under 'Time', click on 'Timecards'.



3 In this example, without a Hyperfind filter, there are a total of 78 timecards to view. This includes a mix of student and staff employees, as well as exempt and non-exempt. A Hyperfind can help sort the timecards so that only those that need review are pulled.



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To access Hyperfind filters, click on the Hyperfind icon (triangle with shapes at each apex) located in the upper right hand corner of the screen.

To search existing Hyperfinds, click in the search field and type in a search term. If a Hyperfind exists that matches the search term, it will be listed. In this example, the word 'exempt' is the search term, and it pulled two Hyperfinds: Exempt Employees and Non-Exempt Employees. Click on the Hyperfind filter desired.

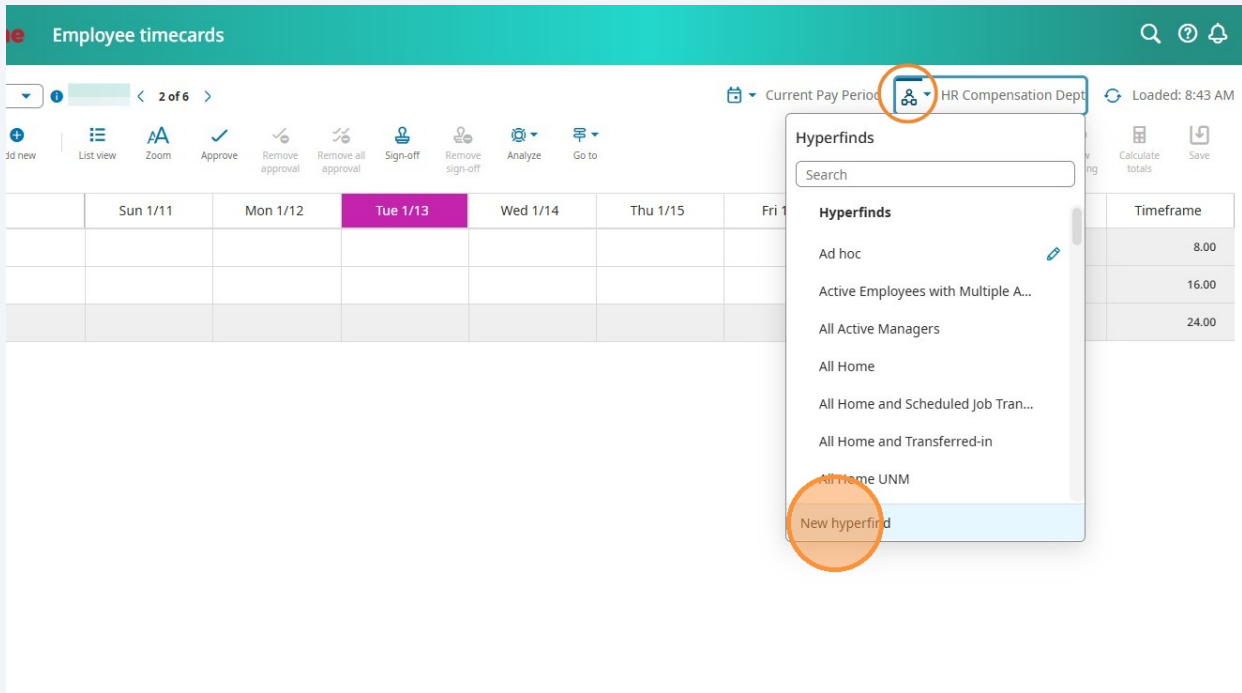
The screenshot shows the 'Employee timecards' interface. At the top right, there is a search icon, a help icon, and a notification icon. Below the header, there is a toolbar with various icons for actions like 'List view', 'Zoom', 'Approve', etc. A 'Hyperfinds' dropdown menu is open, showing a search field with 'Exempt' entered. Below the search field, two results are listed: 'Exempt Employees' and 'Non-Exempt Employees'. A 'New hyperfind' link is visible at the bottom of the dropdown. The background shows a calendar grid with dates from Sun 1/11 to Fri 1/16. The current date, Tue 1/13, is highlighted in purple. The right side of the screen shows a 'Timeframe' column with values 8.00, 16.00, and 24.00. Two red arrows point from text annotations to the search field and the dropdown results.

Type in search term for Hyperfind filter

All Hyperfinds that match the search term will be pulled

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Hyperfind filters can also be custom built, in cases where an existing filter does not exist. To build a custom Hyperfind, click on the Hyperfind icon to open the menu and then click 'New hyperfind'.



6

Determine if the Hyperfind filter is for an ad hoc (one-time) report or if it should be saved for future use. If the report is ad hoc, the title of the filter will default to 'Ad hoc'. If the report is not ad hoc and is being saved to the Hyperfind library, remember to name the filter. Both ad hoc and saved Hyperfinds can have a description added by clicking on 'Add description' below the title of the Hyperfind.

- **'Ad hoc - Yes'** means the Hyperfind filter will be an 'Ad hoc' (one-time) filter and will not be saved for later use. The filter name automatically defaults to 'Ad hoc' and cannot be changed; however, a description can be added. The 'Home employees' defaults to 'No' and cannot be modified. 'Visibility' settings are not available for ad hoc Hyperfinds. The top screen below is an example of an ad hoc Hyperfind.

- **'Ad hoc - No'** means the Hyperfind filter can be named and saved for later use, and a description can be added. The 'Home employees' defaults to 'No' and cannot be modified. 'Visibility' settings will always be 'Personal'. The bottom screen below is an example of a saved Hyperfind.

Hyperfind editor

Ad hoc
Add description

Home employees No Yes
This hyperfind is for home employees only.

Ad hoc No Yes
This hyperfind will be saved for later.

Visibility Personal Public

Yes = will NOT be saved

Hyperfind editor

Add description

Home employees No Yes
This hyperfind is for home employees only.

Ad hoc No Yes
This hyperfind will be saved for later.

Visibility Personal Public
Only you will be able to see this hyperfind.

No = WILL be saved

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Once the settings for the Hyperfind search parameters have been determined, click on 'Add conditions' to begin building out the filter.

--End--

Related Job Aids:

Org Manager Job Aid: How to Build a Hyperfind Based on Supervisor

Org Manager Job Aid: How to Build a Hyperfind Based on Department Code

Org Manager Job Aid: How to Build a Hyperfind Based on Multiple Parameters

