

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

1

To build a custom Hyperfind, navigate to the Hyperfind editor. For instructions on this step, refer to *Org Manager Job Aid: Introduction to Hyperfinds*.

The following steps show how to create a Hyperfind filter based on a specific department org code.

In this example, the Hyperfind filter is titled "314B All Employees". To add additional details, click on 'Add description' and add additional information. In this example, the added description is "All staff within 314B org code."

Once the title and additional description have been created, click on 'Add conditions' to begin adding search parameters.

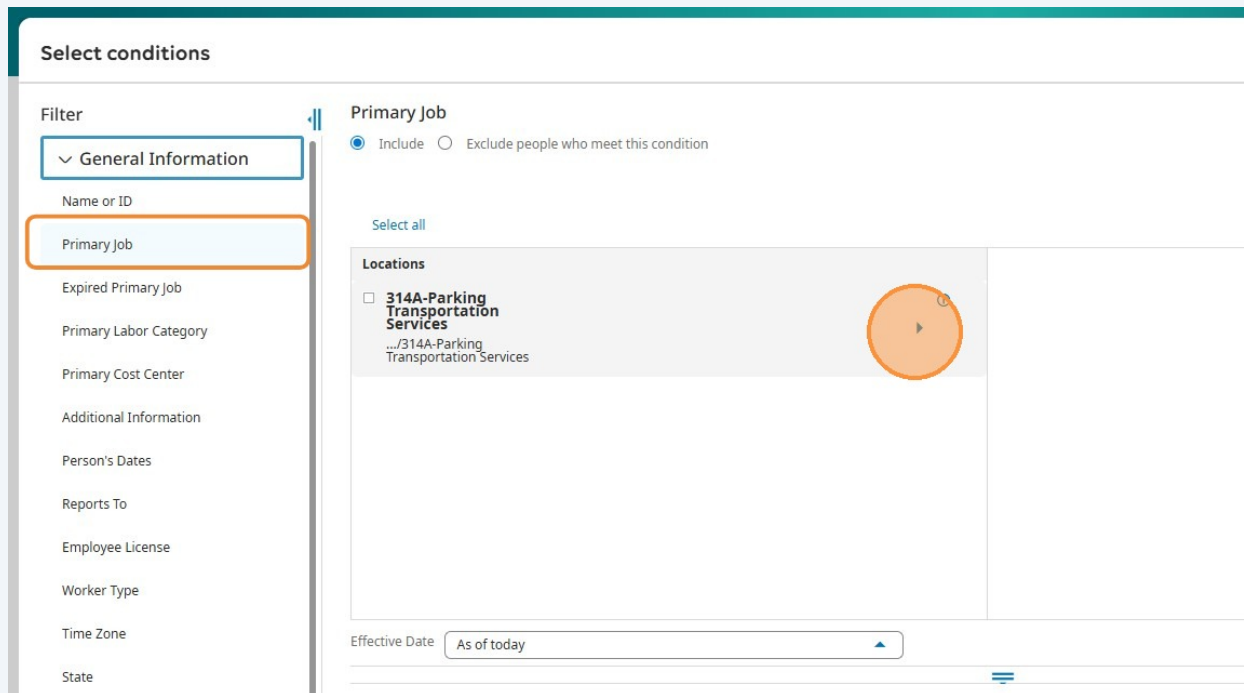
The screenshot shows the 'Hyperfind editor' interface. On the left, there is a text input field containing '314B All Employees' and a larger text area below it containing 'All staff within 314B org code'. To the right of these fields are three sections of settings: 'Home employees' with radio buttons for 'No' (selected) and 'Yes'; 'Ad hoc' with radio buttons for 'No' (selected) and 'Yes'; and 'Visibility' with radio buttons for 'Personal' (selected) and 'Public'. Below these settings, there is a large empty area with the text 'Build your hyperfind by adding conditions here.' and a blue button labeled 'Add conditions' circled in orange.

2

This is the default page when creating a new Hyperfind filter. On the left is a list of the many different options that can be used to create customized Hyperfind filters. Click on the ">" to expand the menu under each topic.

Note: Some of the naming conventions are not intuitive and may require exploration to find specific parameters.

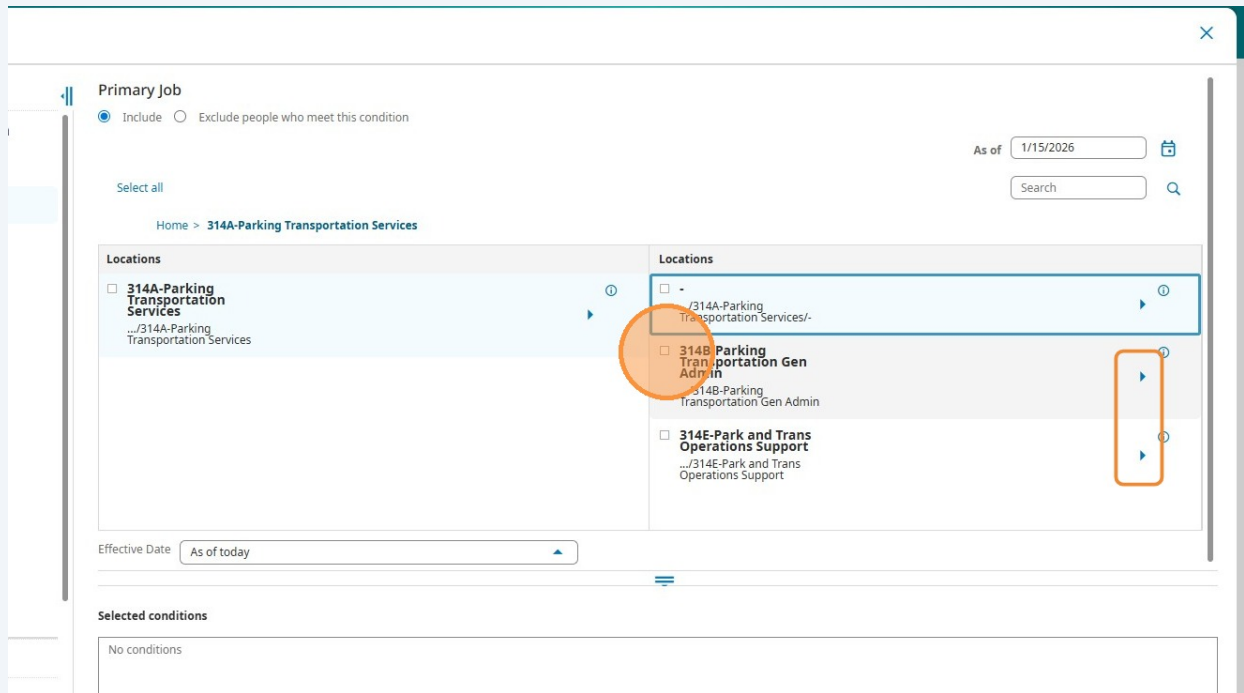
To add Hyperfind filters based on department org code, select 'Primary Job' under the 'General Information' filter option on the left side of the screen. The umbrella org will populate in the box on the left side. Use the arrow button to show departments that roll up. In this example, the umbrella org is 314A - Parking Transportation Services.



3

After clicking the arrow next to 314A - Parking Transportation Services, there are two departments listed in the right-side box: 314B - Parking Transportation Gen Admin and 314E - Park and Trans Operations Support. Both 314B and 314E roll up to 314A. Click the box next to 314B to select everyone within that specific department org code.

Note: In this example, the Hyperfind search parameters are used to pull all employees within 314B, so no additional drill down is needed. However, if more granular information was needed, the arrows next to 314B and 314E could both be clicked to select more detailed information.



4

After selecting the desired department, click the 'Add' button. The selected department will show under 'Selected conditions'.

Click 'Apply' to save the specific parameters to the Hyperfind.

The screenshot displays a web application interface for selecting locations and saving search conditions. At the top, there is a breadcrumb trail: "...port Services > 314A-Parking Transportation Services > 314B-Parking Transportation Gen Admin". Below this, there is a search bar and a date selector set to "1/15/2026".

The main content area is divided into two columns under the heading "Locations selected". The left column shows a tree view with "314A-Parking Transportation Services" selected. The right column shows a list of locations, with "314B-Parking Transportation Gen Admin" selected and highlighted with an orange box. Other locations listed include "314E-Park and Trans Operations Support".

Below the location lists, there is an "Effective Date" dropdown set to "As of today".

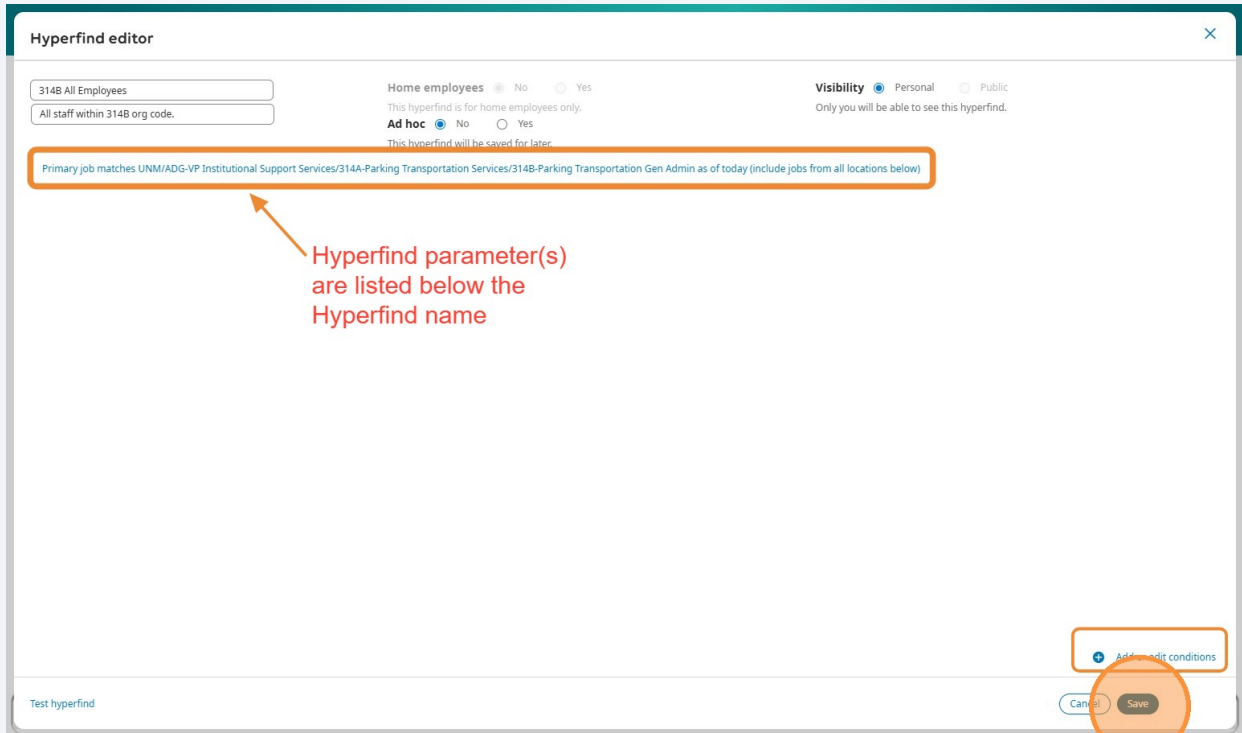
At the bottom, there is a "Selected conditions" section with an "Add" button circled in orange. Below this, a text box contains the condition: "Primary job matches UNM/ADG-VP Institutional Support Services/314A-Parking Transportation Services/314B-Parking Transportation Gen Admin as of today (include jobs from all locations below)".

In the bottom right corner, there are "Cancel" and "Apply" buttons, with the "Apply" button circled in orange.

5

All Hyperfind parameters will be listed below the Hyperfind name. In this example, it is '314B All Employees'. If a filter needs to be changed, click on 'Add or Edit Conditions'.

Once the Hyperfind filter has been set, click 'Save' to save the Hyperfind for future use.



6

To find a newly built Hyperfind filter, click on the Hyperfind icon (triangle with a shape at each apex). Click in the search bar and type a portion of the desired Hyperfind filter name.

The screenshot shows the 'Employee timecards' interface. At the top, there's a teal header with the 'Time' logo and 'Employee timecards' text. Below the header, there's a navigation bar with a search icon, a help icon, and a refresh icon. The main content area displays a table with columns for 'Schedule', 'Absence', 'In', 'Out', 'Transfer', 'In', 'Out', 'Trans', 'Daily', and 'Pr'. A 'Hyperfinds' dropdown menu is open, showing a search bar and a list of filters. An orange circle highlights the search bar in the dropdown. The filters listed are: 'Ad hoc', '314B All Employees', '314B Non-exempt', 'Active Employees with Multiple A...', 'All Active Managers', 'All Home', and 'All Home and Scheduled job Tran...'. At the bottom of the dropdown, there is a 'New hyperfind' link. The background table shows timecard data for various employees, including 'Martin Lut...' with a value of '0.00'.

7

In this example, to find the '314B All Employees' Hyperfind filter, start by typing "314" in the search bar. This will bring up all search options that match the search term. A custom-built Hyperfind filter is designated with a star to the left and a pencil to the right. Click on the desired filter to apply it to the employee view. In this example, the '314B All Employees' filter will be applied within the 'Employee Timecards' view.

--End--

Related Job Aids:

Org Manager Job Aid: Introduction to Hyperfinds

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

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

The screenshot shows the 'Time Employee timecards' interface. At the top, there is a search bar with '314' entered. Below the search bar, a dropdown menu titled 'Hyperfinds' is open, displaying a list of search results. The results include '314B All Employees' and '314B Non-exempt', both marked with a star and a pencil icon. A blue link 'New hyperfind' is also visible. The background shows a grid of employee timecards with columns for 'Schedule', 'Absence', 'In', 'Out', 'Transfer', 'In', 'Out', 'Trans', 'Daily', and 'Pr'. The interface includes navigation buttons like 'Sign-off', 'Analyze', and 'Go to'.