How to Search for Employees in Kronos:

Kronos has two main methods of searching for employees: the Employee Roster Widget/Quickfind and the Timekeeping Widgets.

- The Employee Roster Widget/QuickFind is the default view when Kronos opens because it allows users to quickly find their employees. Quickfind specifically displays all employees whose primary labor account matches one of the user’s departmental accounts.
- The Timekeeping Widgets can search for any employee visible to the user; this method is the only means of viewing shared employees whose primary labor account is in a different department.

The Employee Roster Widget/Quickfind:

1. To generate a list of all employees visible through Quickfind, leave the Name or ID field with only the * in it and click the blue Find button.

2. You can limit your results by doing either of the following steps followed by clicking the Find button:
   a. Use an asterisk (*) as a "wildcard" to display any available values of any character length in your search.
      i. E.g. – typing all or part of an employee’s last name before the * (i.e. smi* to search for Smith).
   b. Use a question mark (?) to indicate a single unknown character that is supposed to be present in the employee(s) name(s).
      i. E.g. – searching for k??n, g* because you can’t remember employee Genghis Khan's exact spelling of his last and first name.

3. Once the results are displayed, you can sort them by clicking on the column headings. You can sort on multiple columns; the last column chosen will determine the primary sorting order (as seen by “2” in the Name column and “1” in the Pay Rule column on the image below).

4. Choose an employee by clicking once on their name. You can choose more than one employee through any of the following methods:
   a. To select non-adjacent employees, click the first employee, hold down the Ctrl key and click the next employee(s).
   b. To select adjacent employees, choose the first employee, hold down the Shift key and choose the last employee. All employees in between will also be selected.
   c. Another way to select adjacent employees is to click the name at the top of the list and drag to the last name. This will select all employees in between.
   d. To select all employees, go to the Actions menu and choose Select All, or click one employee and press the Ctrl key and A simultaneously.

5. Once your selection is made, click on the desired Editor Link.

The Timekeeping Widgets:

The Timekeeping widgets can be accessed by managers, timekeepers and payroll mangers; they are titled as follows: Pay Period Close, Approvals Summary, IS Summary 3, Reconcile Timecard, Review Missed Punches, Shift Start and Shift Close.

To generate a list of employees with specified criteria after having selected any of the Timekeeping widgets, the following steps are required:
1. In the Show field, select one of the listed options (queries) to filter the available employee data to be displayed; then select a value for Time Period that is relevant for the employee data.
   a. Note: Shared employees will only display when the selected query in “Show” includes “Transfer” as part of the title.

2. Once the results are displayed, you can sort them by clicking on the column headings. You can sort on multiple columns; the last column chosen will determine the primary sorting order (as seen by “2” in the Name column and “1” in the Pay Rule column on the image below).

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