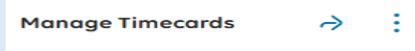


To see a Strong Staffing Employees time in UKG, a stand alone hyperfind needs to be created by each member of the department that will be approving time for the Strong Staffing Employee. Try the options below to determine which one will be successful for you.

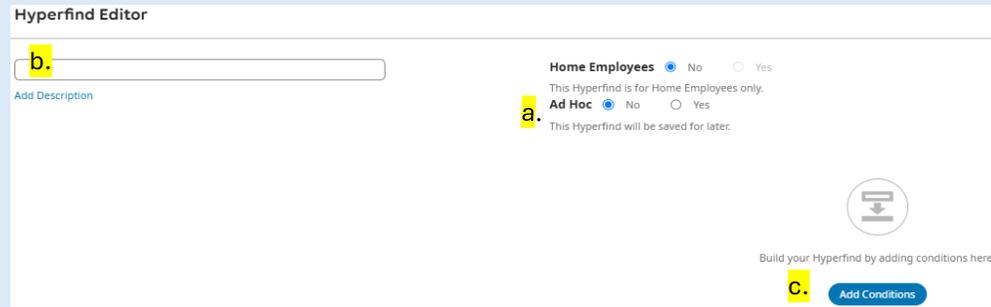
Note: Each option may provide different results for everyone, it is all how access is set up in UKG.

Option 1: (Recommend trying this first)

1. Open the Manage Timecards Tile from the UKG homepage,
2. Go to the current pay period
3. Go to the hyperfind drop down
4. Select “New Hyperfind”



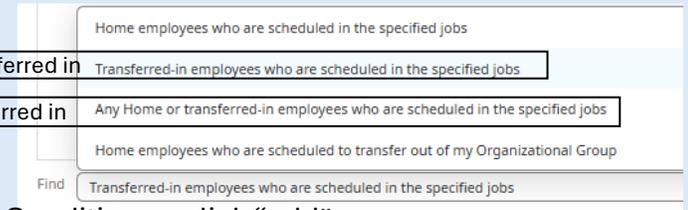
- a. Select “No” for Adhoc
- b. Name the Hyperfind
- c. Select Add Conditions



Will pull in just the Strong Staffing people (or anyone else who was transferred in

Will pull in current employees w/in the dept. and Strong Staffing (or anyone else who is transferred in

7. From the “Find” drop down select the option that will work best for your dept.



8. In Selected Conditions – click “add”



5. Open the “Scheduling” Tab from the filter section (left hand side)
 - Choose “Schedule Jobs”
6. In the “select locations” box:
 - Use the arrow to filter through the locations until you arrive at the department name that the Strong Staffing Employee(s) is working in, then check the box in front of that location.



9. Click “Apply” – bottom right corner
10. Click “Test Hyperfind” –bottom left
 - A window will pop up that shows the names of who you are looking to see time for.
 - Click “Save”, every pay period you will then enter the name of Hyperfind in the drop down search to locate the Strong Staffing Employees Name

If it does NOT, please try Option 2 or reach out to

SStafftimecards@hr.Rochester.edu

Option 2:

1. Open the Manage Schedule Tile from the UKG homepage



2. Go to the current pay period



3. Go to the Hyperfind drop down



4. Click "Select Locations"



5. In the select locations box:

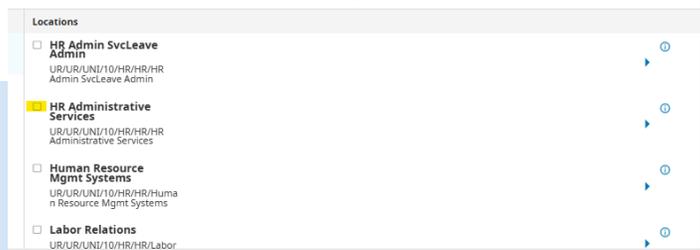
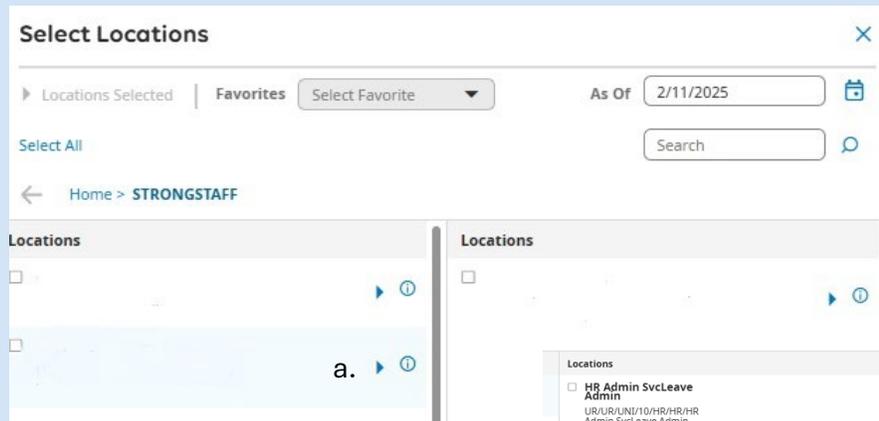
- a) Use the arrow to filter through the locations until you arrive at the department name that the Strong Staffing Employee(s) is working in, then check the box in front of that location. (May need to use the arrow function more than once)
- b) Click Apply and you will be taken back to the Basic Schedule spreadsheet

6. Locate the Strong Staffing Employees name in the spreadsheet

7. Right Click on the Strong Staffing Employees Name

8. Select "Go To" and choose "needed,"

9. You will be able to make edits and approve time from here.



If this is the option that was success for you, then these are the steps that will need to be taken each pay period. If this option did NOT populate the name needed, please Reach out to SStafftimecards@hr.Rochester.edu