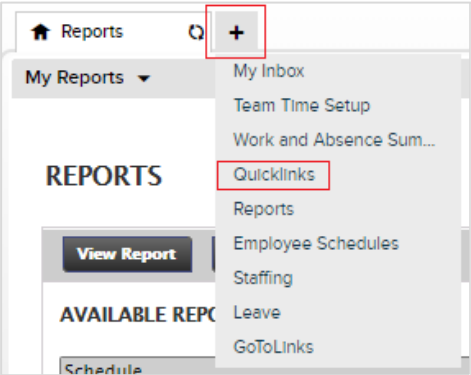
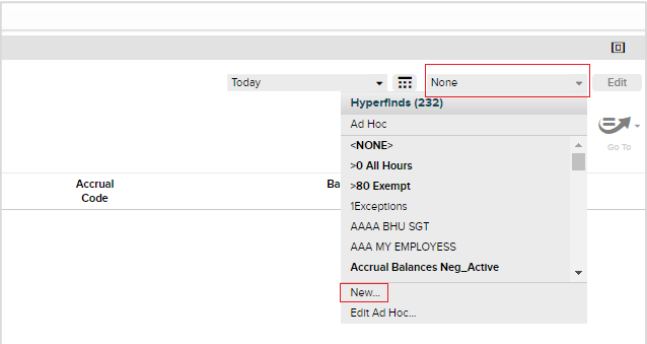
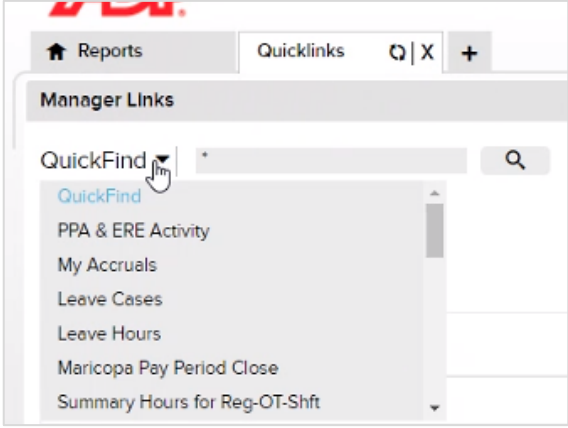


Creating the My Mobile Team Hyperfind

Step	Action
1	Login to the ADP Portal and click on Timekeeper Access : <div style="float: right; border: 1px solid black; padding: 2px; margin-top: 10px;"> Timekeeper Access - click here </div>
2	Click the Add Workspace icon (plus sign) and select Quicklinks : 
3	Click into the hyperfind drop down list and click "New": 

Note: If you do not see the hyperfind field when you open the Quicklinks workspace, select a different option from the picklist:



Complete the following step to create a query for your team or a group of employees (must be fewer than 100 employees):

- i) Change the visibility to Personal
- ii) Name the query **My Mobile Team**
- iii) Select ID for the search
 - (1) Enter the employee ID # (ex. 8113####)
 - (2) Click Search
 - (3) Click on the employee, then click the >> to move the employee to the *Selected Items* list
 - (4) Once you have added all of your employees to the *Selected Items* list, click Add

4

HYPERFIND QUERIES

Visibility: Personal | Query Name: My Mobile Team | Description: []

Select Conditions | Assemble Query | Test

Filter

- General Information
 - Name or ID
 - Primary Job
 - Expired Primary Job
 - Primary Account
 - Additional Information
 - Person's Dates
- Timekeeper
- Time Management
- Biometrics
- Scheduling
- Scheduler
- Activity
- Attendance
- Accruals
- Leave
- User Information
- Role - Timekeeper
- Process Manager

NAME OR ID

Include Exclude people who meet this condition

Search by: By ID

Choose Specific People

Search for: [] | Search

Selected Items: []

Use Single Wildcard

Selected Conditions: Add | Update | Delete

Last name is Smith

Cancel | Refresh | Save As | Save

Hint: You can also use Process Manager > Reports to ID>Choose your own name from the list.

HYPERFIND QUERIES

Save | Save As | Return | Refresh

Visibility: [] | Query Name: [] | Description: []

Select Conditions | Assemble Query | Test

Filter

- General Information
- Timekeeper
- Time Management
- Biometrics
- Scheduling
- Scheduler
- Activity
- Attendance
- Accruals
- Leave
- User Information
- Role - Timekeeper
- Process Manager
- Profiles
 - Reports To

REPORTS TO

Include Exclude people who meet this condition

Reports To

- Aicaia, Ernest C
- Aldorasi, Frederick A
- Alexov, Ann
- Alger, Cory L
- Alger, James D

Click **Test**

a) If the correct employees appear, click **Save**

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HYPERFIND QUERIES

Visibility: Personal Query Name: My Mobile Team Description: []

Select Conditions Assemble Query **Test**

Time Period: Current Pay Period

Name	Id
Smith, Alicia A	
Smith, Andrew C	
Smith, Brandon K	

Cancel Refresh Save As **Save**

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Close out of ADP in all browsers, then log back in. You can now access your hyperfind in MyADP and your Team Time Off tile will only show the employees in that hyperfind.