In myHR Query Manager, unions can be used to stack multiple independent queries on top of each other. Rows from the different queries are added below each other. The first (top) query determines the column headers and the overall sort order.

Each member query of the union must have the same number of output columns with the same data types. For example, if the fourth column in the top query is a number, then the fourth column in each of the other queries must be a number.

Procedure
1. Build the first query. This query is the **Top Level of Query**. The column headers and sort order of this query will be applied to the entire report.
2. Click the **New Union** link at the bottom of the page.
3. Build the second query. This query is labeled **Union 1**. The page will show **Working on section Union 1**. The second query must have the same number of columns and the same data types as the first query. The second query is independent of the first one: you cannot have **Criteria** or **Expressions** referring to tables in the first query.
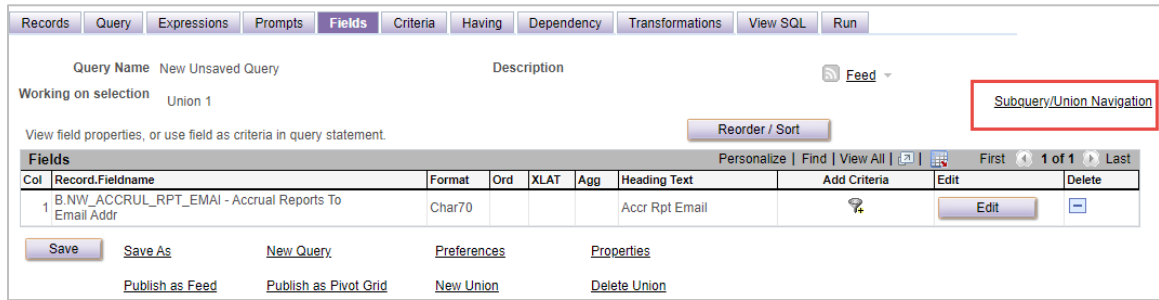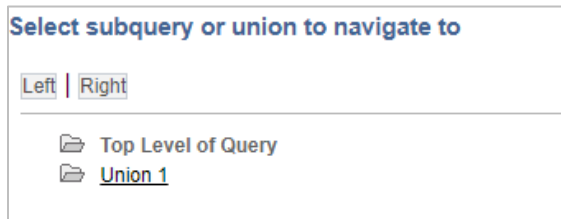
4.	To navigate between the different queries in the union, use the **Subquery/Union Navigation** link on the top right.
5.	On the **Select subquery or union to navigate to** page, click the link for the appropriate query: **Top Level of Query** or **Union 1**.
6.	You can add more queries to the union. The additional queries will be labeled Union 2, Union 3, etc.
Tip	When using a union, duplicate rows are automatically removed from the results. As such, the **Distinct** checkbox is not available in **Properties**.
Tip	To delete a query from the union, first use the **Subquery/Union Navigation** link to open to the query you wish to remove. Then choose the **Delete Union** link from the bottom right corner.