

A timekeeper can create and assign a personal HyperFind to another timekeeper, manager, or supervisor. Some typical situations where a HyperFind query may need to be assigned are:

- A new timekeeper is replacing a departing timekeeper.
- Backup timekeeper is assigned to a primary timekeeper. A manager wants specific team views in CalTime.
 - Log into CalTime, and select Setup from the utilities link in the top right of the CalTime window.

Log Off | Change Password | Setup | Help

- 2. Select Query Manager from the Common Setup menu.
- Personal HyperFinds are found in the CalTime system under the name of the creator. Enter the name of the creator followed by the * symbol in the Name: field and click the Find button.

In this example **Hoffman*** was entered and Nellie Hoffman's AZCSS personal query was found.

			1
	Common Setup		
2	→ HyperFind (→ Query Mana		
QUERY MANAGER	² 3	Name:	Find
Duplicate → View	-⇒ Assign -⇒ Delet	e Print-⇒	

1

QUERY MANAGER Last Refreshed: 8:00AM		Name: hoffman*	Find
Duplicate →	View 🔿 🛛 Assign -	⇒ Delete Print →	
Name 1A	Query Name	Description	
Hoffman001, Nellie	AZCSS Non-Exempt	All Non-Exempt employee in AZCSS	

 Select the query you want to assign (background will turn orange), and then click the Assign button

QUERY MANAGER 4 Name: hoffman* Last Refreshed: 8:00AM 4 Name: hoffman*			Find
Duplicate →	View 🔿 🛛 Assign -	⇒ Delete Print ->	
Name 1A	Query Name	Description	
Hoffman001, Nellie	AZCSS Non-Exempt	All Non-Exempt employee in AZCSS	



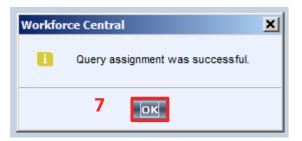
The Assign Query window will open.

- Select the name of the timekeeper, manager, or supervisor who will be assigned the HyperFind. The background of the assignee will turn orange.
- 6. Click the OK button.

Assign Query		×
Name:		
*	Search	
Available Entries:		
	Name	
Frost001, Christine		
Hoffman001, Nellie		
Jones001, Bob		
Nassar001, Omar		J
Parkinson001, Deborah		
	k,	
	•	
	6	
	6	
	OK Cancel	

A **Workforce Central** window will open indicating the Query was successfully assigned.

7. Click the OK button to assign this Query.



For this example the creator of this job aid has signed into CalTime as Omar Nassar and navigated to his **Show HyperFind** menu.

AZCSS Non-Exempt is now available for selection and use by Mr. Nassar.

	All Non-Ex Home and Tr 🔻
	All Home
	All Home and Transferr
	All Non-Exempt Home
All Non-Ex Home and Tr	
AZCSS Non-Exempt	
4	C.Srost Team Roster
	Monthly HR Exempt Timeca *
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