Timekeeper: Assigning a HyperFind Query

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.

1. Log into CalTime, and select **Setup** from the utilities link in the top right of the CalTime window.

2. Select **Query Manager** from the Common Setup menu.

3. 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.

4. Select the query you want to assign (background will turn orange), and then click the **Assign** button.
Assigning a HyperFind Query

The **Assign Query** window will open.

5. 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.

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.