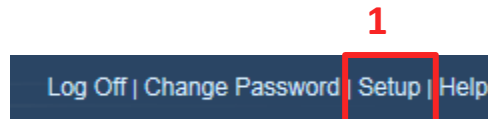


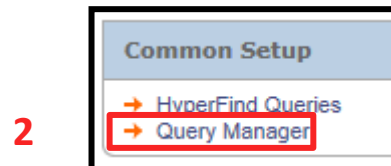
A timekeeper can create and assign a personal HyperFind to another timekeeper, manager, or supervisor. Some typical situations where a HyperFind query may need to be assigned are:

- 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.



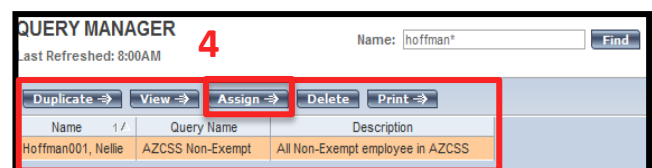
3. Personal HyperFinds are found in the CalTime system under the name of the creator. Enter the name of the creator followed by the \* symbol in the **Name:** field and click the **Find** button.



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



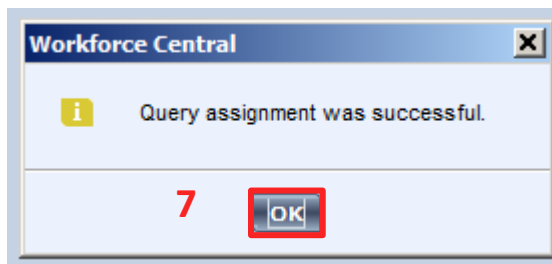
The **Assign Query** window will open.

5. Select the name of the timekeeper, manager, or supervisor who will be assigned the HyperFind. The background of the assignee will turn orange. **5**
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.

