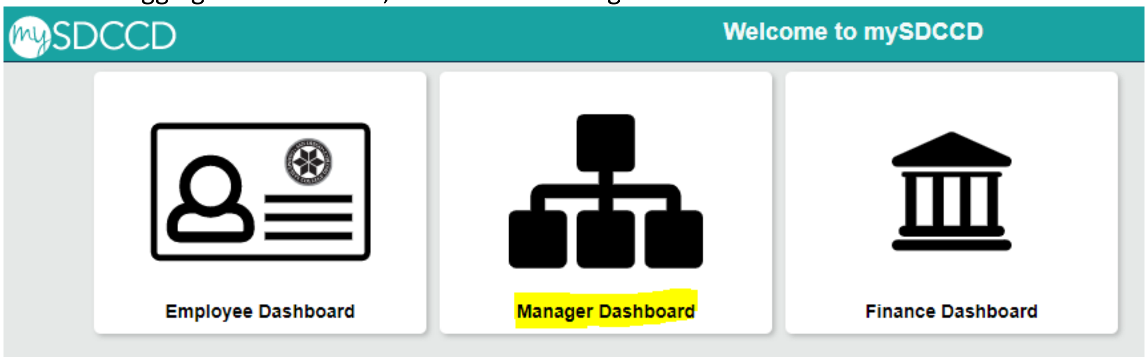
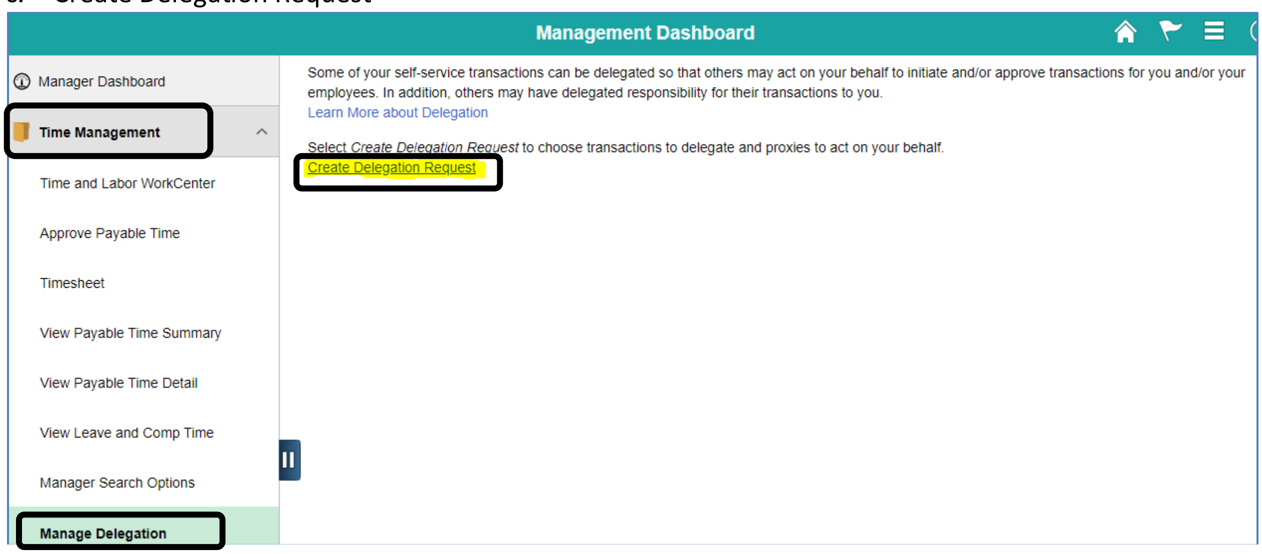
MANAGE DELEGATION

NOTE: Before starting the delegation process, make sure to check for any pending time in your queue and approve.

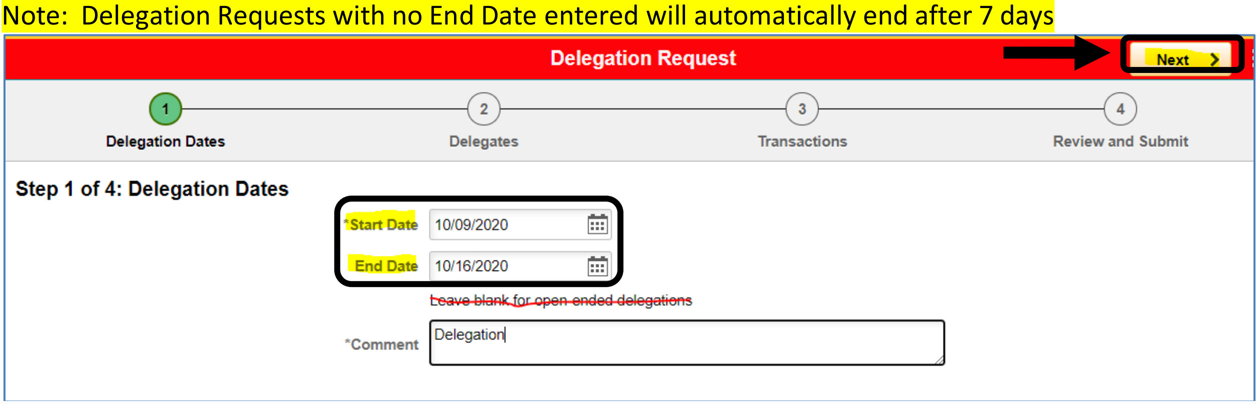
1. After logging into the Portal, click on the Manager Dashboard tile



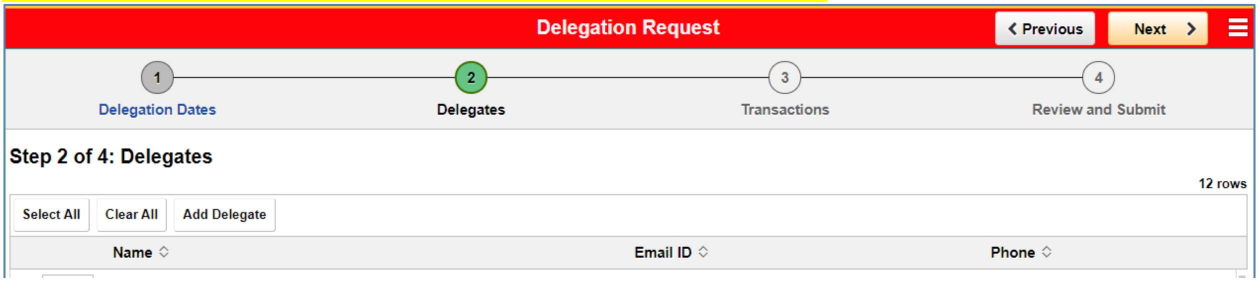
2. Click on
   a. Time Management
   b. Manage Delegation
   c. Create Delegation Request



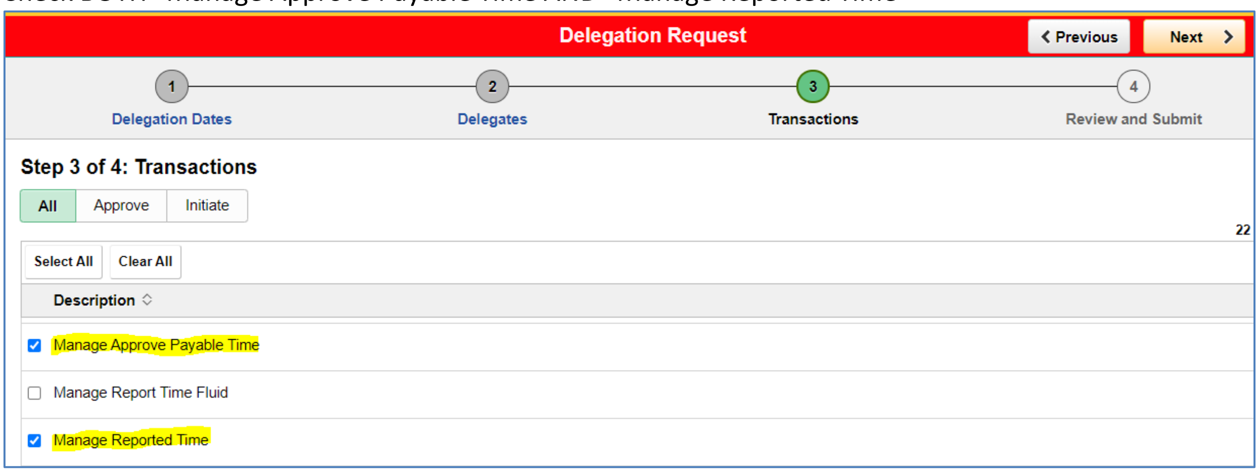
3. Enter Delegation Start and End Dates and Click Next
   Note: Delegation Requests with no End Date entered will automatically end after 7 days



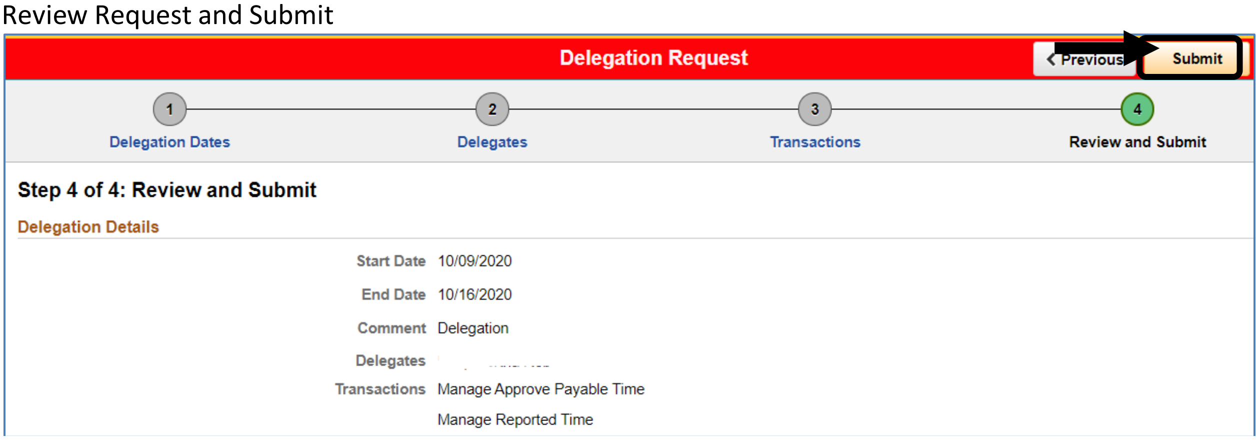
4. Select Delegate (Proxy) by choosing a supervisor/manager from the department list; Click Next
   NOTE: A Delegate is a peer or next level manager/supervisor. A direct report or non-supervisor/manager will not be able to accept a delegation request.



5. Select Transactions and Next
   Check BOTH "Manage Approve Payable Time AND "Manage Reported Time"



6. Review Request and Submit



   The indicated Delegate (Proxy) will receive notification indicating the delegation request; both transactions need to be accepted

7. Once the request has been accepted, any time submitted by the employee from the point the delegation is accepted will show in the Delegate's (Proxy's) queue

NOTE: Prior to the end of the delegation period or before the originating Supervisor/Manager revokes a delegation request, all pending approvals in the Delegate's (Proxy's) queue should be approved.