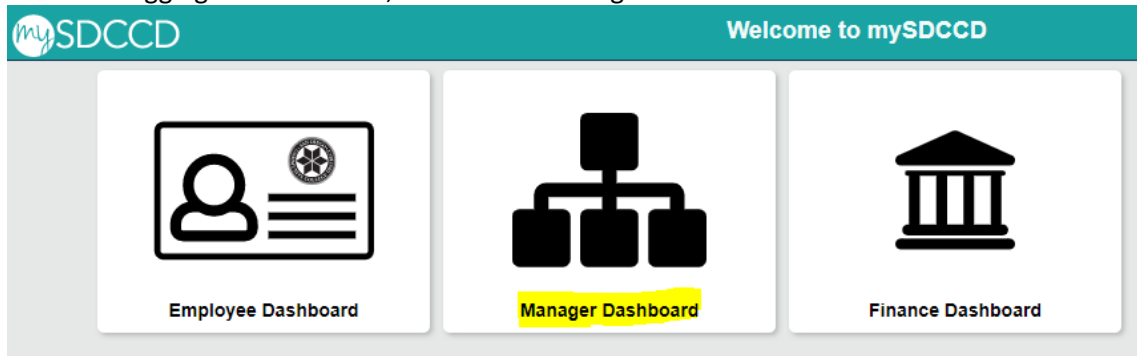


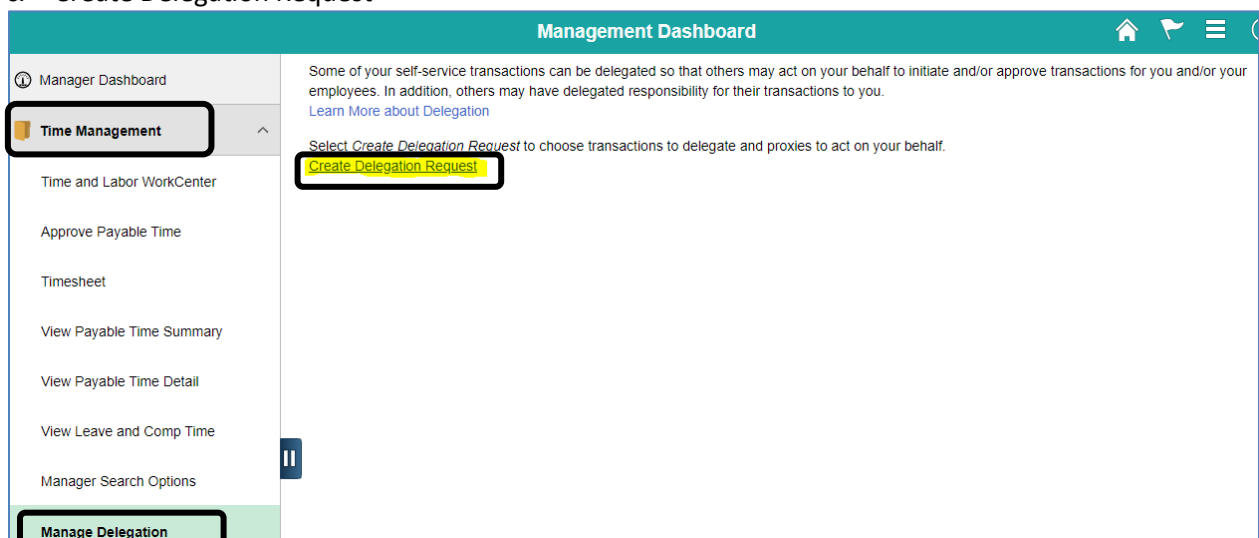
MANAGE DELEGATION

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

Delegation Request **Next >**

1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

Step 1 of 4: Delegation Dates

*Start Date 10/09/2020

*End Date 10/16/2020

leave blank for open-ended delegations

*Comment Delegation

MANAGE DELEGATION

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.

The screenshot shows the 'Delegation Request' interface at Step 2 of 4: Delegates. The progress bar at the top indicates the current step is 'Delegates' (2), with 'Delegation Dates' (1), 'Transactions' (3), and 'Review and Submit' (4) as previous and subsequent steps. The interface includes navigation buttons for '< Previous' and 'Next >'. Below the progress bar, there are buttons for 'Select All', 'Clear All', and 'Add Delegate'. A table header shows columns for 'Name', 'Email ID', and 'Phone'. The text '12 rows' is visible in the top right corner of the table area.

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

The screenshot shows the 'Delegation Request' interface at Step 3 of 4: Transactions. The progress bar at the top indicates the current step is 'Transactions' (3), with 'Delegation Dates' (1), 'Delegates' (2), and 'Review and Submit' (4) as previous and subsequent steps. The interface includes navigation buttons for '< Previous' and 'Next >'. Below the progress bar, there are buttons for 'All', 'Approve', and 'Initiate'. There are also 'Select All' and 'Clear All' buttons. A list of transactions is shown with checkboxes: 'Manage Approve Payable Time' (checked), 'Manage Report Time Fluid' (unchecked), and 'Manage Reported Time' (checked). The text '22' is visible in the top right corner of the table area.

6. Review Request and Submit

The screenshot shows the 'Delegation Request' interface at Step 4 of 4: Review and Submit. The progress bar at the top indicates the current step is 'Review and Submit' (4), with 'Delegation Dates' (1), 'Delegates' (2), and 'Transactions' (3) as previous steps. The interface includes navigation buttons for '< Previous' and 'Submit'. Below the progress bar, there is a section titled 'Delegation Details' with the following information: Start Date: 10/09/2020, End Date: 10/16/2020, Comment: Delegation, Delegates: [Name], Transactions: Manage Approve Payable Time, Manage Reported Time.

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.