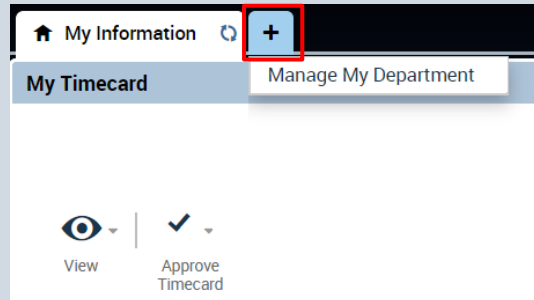# Manager Delegation

Purpose:

This job aid will help you delegate manager responsibilities. **This can be done when a supervisor is out, or when a timecard needs to be approved by multiple supervisors.**
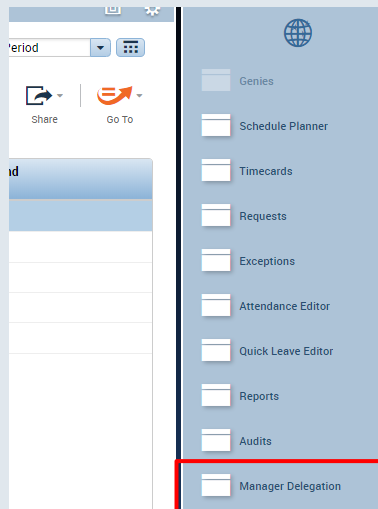
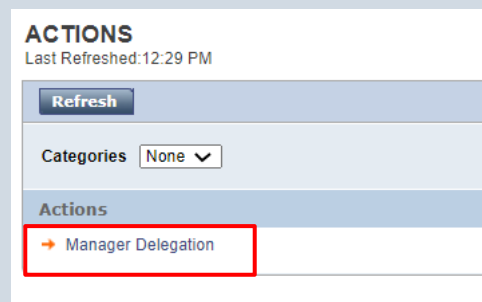| Steps	Screenshots
From the home page, click on the '+' and select Manage my Department	
Navigate to the Related Items tab on the right side of the screen and go to Manager Delegation.	
The only action available under this tab is also Manager Delegation. Once it is clicked, a new window will pop up.	

Steps	Screenshots
This will bring you to a page that shows the everything you will need to fill out to complete the Manager Delegation window.	
Select the employee you want to delegate to, the duration, and the role you want to delegate. Once you assign that delegation the employee will be able to perform the role you delegated until the end date	
Press Save & Close to confirm delegation.	

Existing Delegations

None

New Delegation

* Delegate: Aarons, Ingrid C
* Start Date:
* End Date:
* Role: CT Payroll Manager

Save & Close   Cancel

Accepting a Manager Delegation

Purpose:
This job aid will help you accept a request for manager delegation .
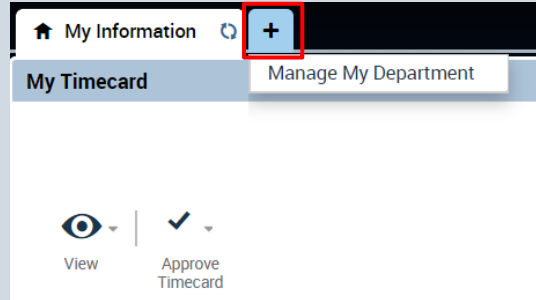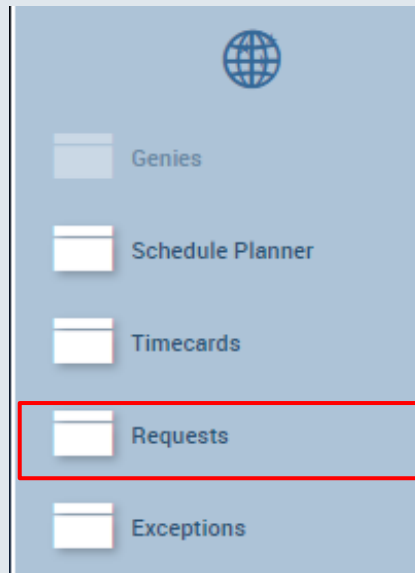
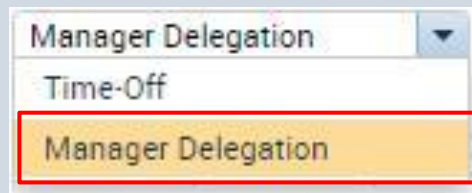| Steps	Screenshots
From the home page, click on the '+' and select Manage my Department	
Navigate to the Related Items tab on the right side of the screen and go to Requests	
Select the Time Off drop down and switch the type of request to Manager Delegation	

Steps	Screenshots
Right click on the delegation request and select Details to open up a more detailed view on that specific request.	

Modified By (Username)	Subject
Abdul-Lateef, Shaneka N on behalf of Aarons, Ingri...	Accept Delegation Form

⊙ Details
✎ Edit
⊕ Add Request

Decide whether you want to Decline or Approve the delegation, after clicking approve select Apply.	**New Delegation** Delegator: Persona, Manager Start Date: 7/31/2020 End Date: 8/03/2020 Role: CT Supervisor **Action** Select Action: ● Accept Delegation ○ Decline Delegation Comment:

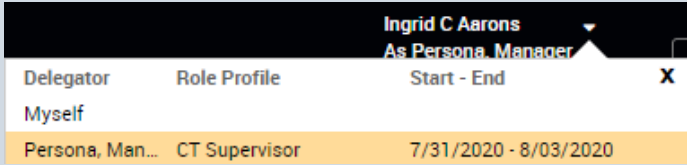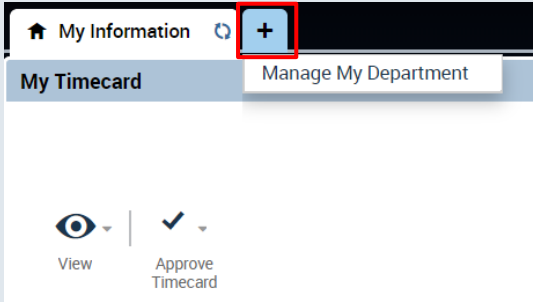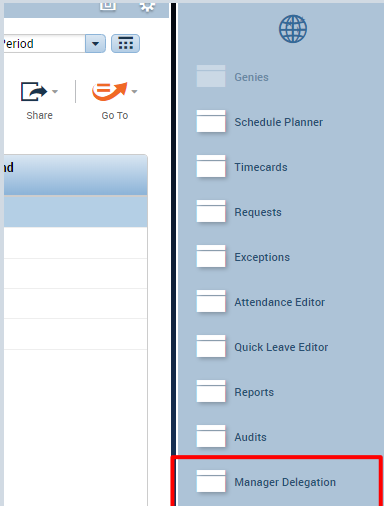|	
Once you sign back in, click on the arrow next to your name to switch your role to the delegated form. **From here, you can make any changes to the employees time you need to review.**	Shaneka N Abdul-Lateef ▾ As Aarons, Ingrid C Delegator / Role Profile / Start - End / ✕ Myself Aarons, Ingrid C / CT Supervisor / 7/29/2020 - 7/30/2020

Delegate a Delegation

Purpose:
This job aid will help you delegate a delegation you accepted.

Steps	Screenshots
Switch to the role that you have been delegating by clicking the arrow on the top right and switching the person you are signed in as from the drop down.	
From the home page, click on the '+' and select Manage my Department	
Navigate to the Related Items tab on the right side of the screen and go to Manager Delegation	

Steps	Screenshots
The only action available under this tab is also Manager Delegation. Once it is clicked, a new window will pop up.	**ACTIONS** Last Refreshed:12:29 PM **Refresh** Categories None ∨ **Actions** → Manager Delegation
Here you will be given the option to create a new delegation or remove the existing delegation since you can only have one at a time. Select Create New Delegation. Under New Delegation, you'll see the existing delegation and you have the option to transfer it elsewhere. Select the delegate, the dates and the roll. Select Apply.	**Action** Select Action: ● Create New Delegation ○ Remove Existing Delegation **Existing Delegations** Aarons, Ingrid C: 7/31/2020 - 8/03/2020, CT Supervisor **New Delegation** * Delegate: Aarons, Ingrid C ∨ * Start Date: [ ] 🔲▾ * End Date: [ ] 🔲▾ * Role: CT Payroll Manager ∨
Your delegate will then receive the request for delegation saying you are delegating on behalf of someone else.	**New Delegation** Delegator: Abdul-Lateef, Shaneka N on behalf of Aarons, Ingrid C Start Date: 7/29/2020 End Date: 7/30/2020 Role: CT Supervisor **Action** Select Action: ● Accept Delegation ○ Decline Delegation Comment: [ ]