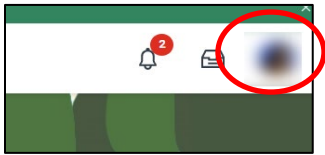


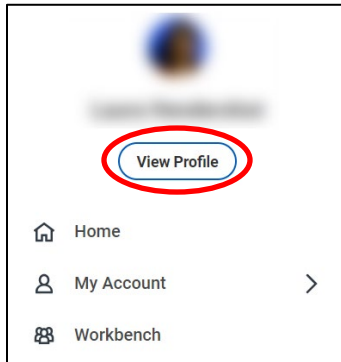
HOW TO SET UP A DELEGATION

From the Home page:

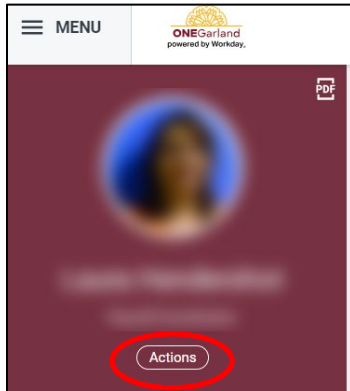
1. Click on your **Profile Picture** in the upper right corner.



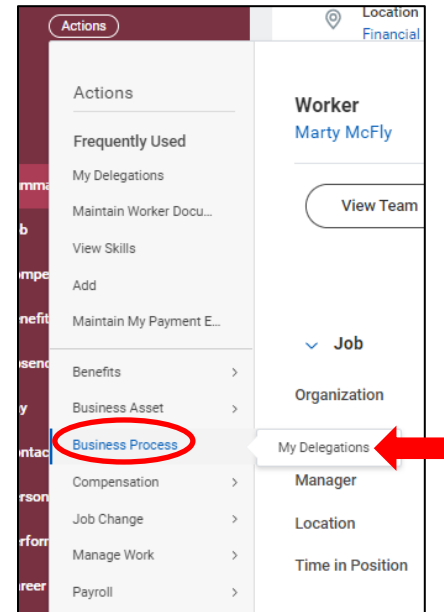
2. Click on **View Profile**.



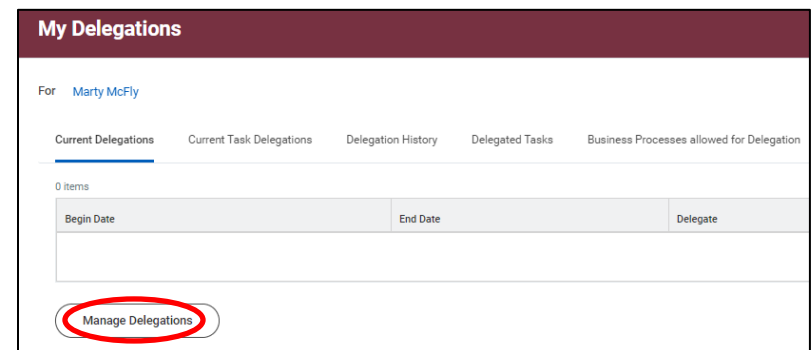
3. On the far-left side of the page select **ACTIONS**.



4. Hover over **Business Process** and click on **My Delegations**.




5. On **My Delegations** screen, click on the **Manage Delegations** button.

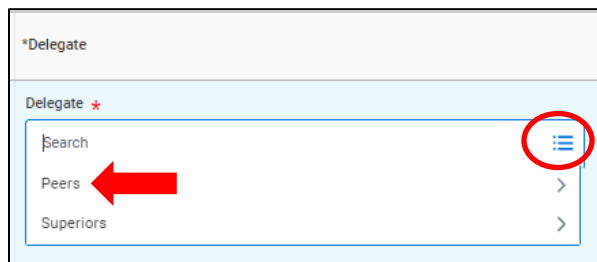


- The Business Processes Allowed for Delegation screen appears. The **Begin** and **End Date** for the delegation must be entered. The date range can be over several years (E.g., 9/17/2023- 12/31/2028)



The screenshot shows a form titled "Business Processes allowed for Delegation". It includes a "New Delegation" section with a plus sign icon and a "1 item" indicator. Below this is a table with columns for "*Begin Date" and "End Date". There are input fields for these dates and a minus sign icon to the left.

- The **Delegate** is then selected from the drop-down list by clicking on the three lines icon  from either the **PEER** drop-down list or the **SUPERIORS** drop-down list.




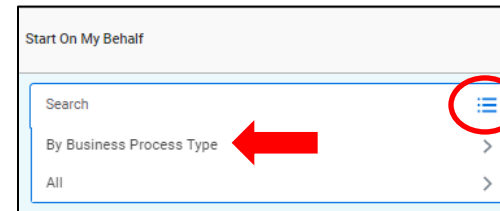
The screenshot shows the "Delegate" dropdown menu. It has a search field and a three-lines icon circled in red. Below the search field are the options "Peers" and "Superiors", both with right-pointing arrows. A red arrow points to the "Peers" option.

- An **Alternate Delegate** can be selected but defaults to your direct supervisor. If the **Use Default Alternate** box is checked, the Alternate Delegate will auto-populate with your direct supervisor. If the **Use Default Alternate** box is not checked, then anyone from the PEER or SUPERIOR drop-down list can be selected.

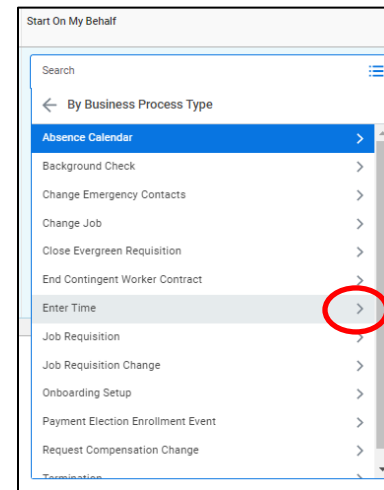


The screenshot shows two fields. The first is "Use Default Alternate" with an unchecked checkbox. The second is "Alternate Delegate" with a dropdown menu and a three-lines icon.

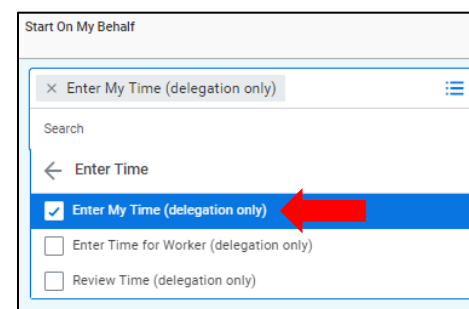
- The **Start On My Behalf** needs to be completed. Click on the three lines icon  for a list of options either under **By Business Process Type** or **ALL**. Each task may have additional options, click on the arrow on the right to expand and select the task.



The screenshot shows the "Start On My Behalf" dropdown menu. It has a search field and a three-lines icon circled in red. Below the search field are the options "By Business Process Type" and "All", both with right-pointing arrows. A red arrow points to the "By Business Process Type" option.

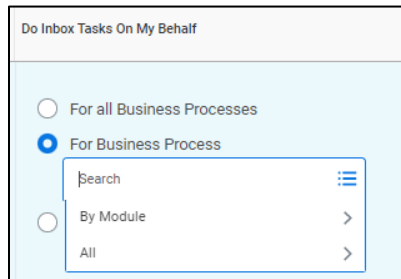


The screenshot shows the expanded "Start On My Behalf" dropdown menu. It lists various business process types such as "Absence Calendar", "Background Check", "Change Emergency Contacts", etc. The "Enter Time" option is highlighted, and its right-pointing arrow is circled in red.



The screenshot shows the expanded "Enter Time" dropdown menu. It lists options like "Enter My Time (delegation only)", "Enter Time for Worker (delegation only)", and "Review Time (delegation only)". The "Enter My Time (delegation only)" option is checked and highlighted in blue, with a red arrow pointing to it.

10. Under **Do Inbox Tasks On My Behalf**, select **For Business Process** to designate a specific business process to delegate. Select **By Module** for a master list of all business processes listed by topic/subject area or select **ALL** for a master list by action verb.



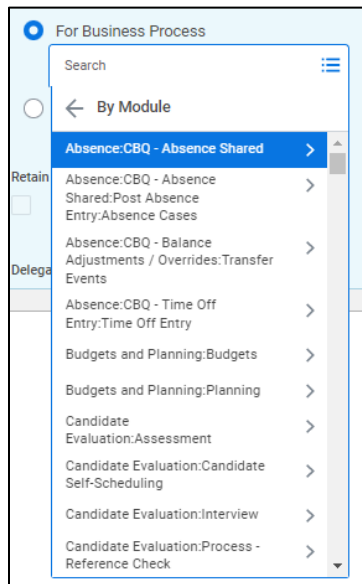
Do Inbox Tasks On My Behalf

For all Business Processes

For Business Process

By Module >

All >



For Business Process

Search

← By Module

Absence:CBQ - Absence Shared >

Retain

Absence:CBQ - Absence Shared:Post Absence >

Entry:Absence Cases >

Absence:CBQ - Balance Adjustments / Overrides:Transfer Events >

Delega

Absence:CBQ - Time Off Entry:Time Off Entry >

Budgets and Planning:Budgets >

Budgets and Planning:Planning >

Candidate Evaluation:Assessment >

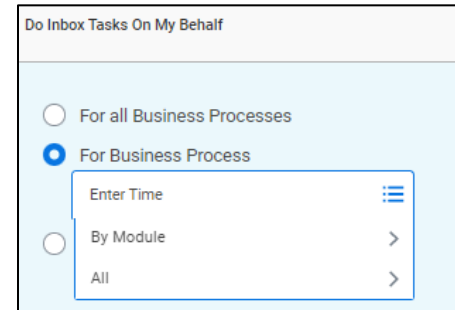
Candidate Evaluation:Candidate Self-Scheduling >

Candidate Evaluation:Interview >

Candidate Evaluation:Process - Reference Check >

11. If **For All Business Processes** is selected, the delegate will be able to perform all of the business processes to which you currently have access. *Selecting FOR ALL BUSINESS PROCESSES is strongly discouraged.*

12. The **Enter Time** business process encompasses **Enter My Time**, **Enter Time for Worker**, and **Review Time** tasks. Within the **Review Time** task is the ability to approve time.
13. For delegating Time Approval capacity, from the **By Module** list, search for the topic **Time Entry**, then select **Enter Time**.



Do Inbox Tasks On My Behalf

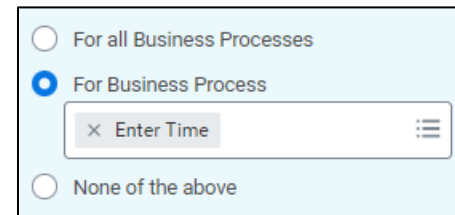
For all Business Processes

For Business Process

Enter Time

By Module >

All >



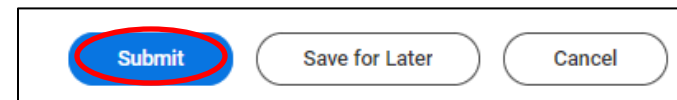
For all Business Processes

For Business Process

Enter Time

None of the above

14. Once the business process(es) is selected, click **SUBMIT** and the request is routed to your supervisor for approval. Once approved, delegation is now in place, and the delegate will receive all notifications related to the business process. The notifications will leave the **MY TASKS** box as soon as the tasks are executed.



Submit Save for Later Cancel

15. We recommend that only the **ENTER TIME** task be delegated, and that all other tasks available to be delegated be given careful consideration before being delegated to someone else.