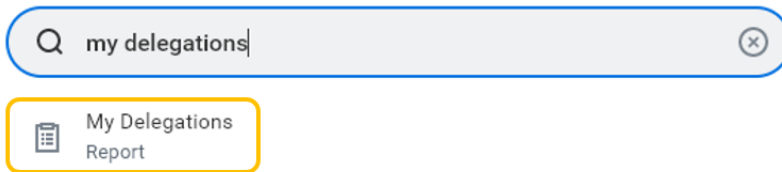


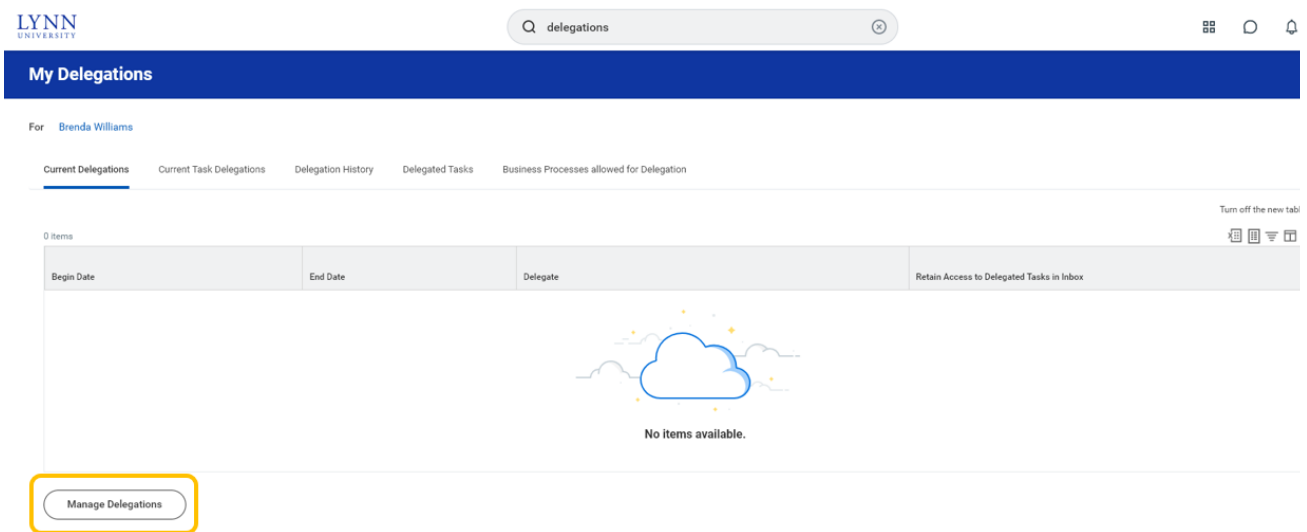
Manage timekeeping delegations

1. Search **my delegations** and select option from the drop down list.



A search bar with a magnifying glass icon on the left and a close icon on the right. The text 'my delegations' is entered. Below the search bar, a dropdown menu is open, showing a single option: 'My Delegations Report' with a document icon.

2. Click on **Manage Delegations**.



The screenshot shows the 'My Delegations' page. At the top, there's a search bar with 'delegations' entered. Below it, a blue header bar says 'My Delegations'. Underneath, it says 'For Brenda Williams'. There are several tabs: 'Current Delegations', 'Current Task Delegations', 'Delegation History', 'Delegated Tasks', and 'Business Processes allowed for Delegation'. The 'Current Delegations' tab is selected. Below the tabs, there's a table with columns: 'Begin Date', 'End Date', 'Delegate', and 'Retain Access to Delegated Tasks in Inbox'. The table is empty, showing '0 items'. A message 'No items available.' is displayed in the center of the table area. At the bottom left, there is a button labeled 'Manage Delegations' which is highlighted with a yellow box.

3. To allow review, entry and approval for time/absence, delegate **Start On My Behalf** and **Do Inbox Tasks On My Behalf** for the following tasks -

Start On My Behalf

- Correct Absence
- Enter Absence
- Enter Time for Worker (delegation only)
- Review Time (delegation only)

Do Inbox Tasks On My Behalf

- Correct Time Off
- Enter Time
- Request Time Off

In example below, box is checked for manager to also be able to view delegated tasks in their inbox. If manager does not want to see delegated tasks, this box should be unchecked.

Note -

- You must enter begin date and end date for all delegations.
- Your delegate cannot approve their own time.

> Business Processes allowed for Delegation

New Delegation 1 item

*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
07 / 08 / 2020	MM / DD / YYYY	X	<input checked="" type="checkbox"/> Correct Absence <input checked="" type="checkbox"/> Enter Absence <input checked="" type="checkbox"/> Enter Time for Worker (delegation only) <input checked="" type="checkbox"/> Review Time (delegation only)	<input type="radio"/> For all Business Processes <input checked="" type="radio"/> For Business Process <div> <input checked="" type="checkbox"/> Correct Time Off <input checked="" type="checkbox"/> Enter Time <input checked="" type="checkbox"/> Request Time Off </div> <input type="radio"/> None of the above <input checked="" type="checkbox"/> Retain Access to Delegated Tasks in Inbox Delegation Rule

4. Once completed, click on **Submit**.

Your delegation submission must be approved by your manager. Delegations will take effect once approved.

Submit

Save for Later

Cancel