UltiPro
UltiEasy QuickTips

Managing Supervisor Delegations

As a supervisor, you can delegate to another supervisor the ability to review and approve timesheets and time-off requests for your employees for a specified period of time. This is useful when you are away from work such as on vacation. Your employees will not have to wait for your return in order to respond for timesheets or time-off requests. Also, you can avoid facing a backlog of approvals upon your return.
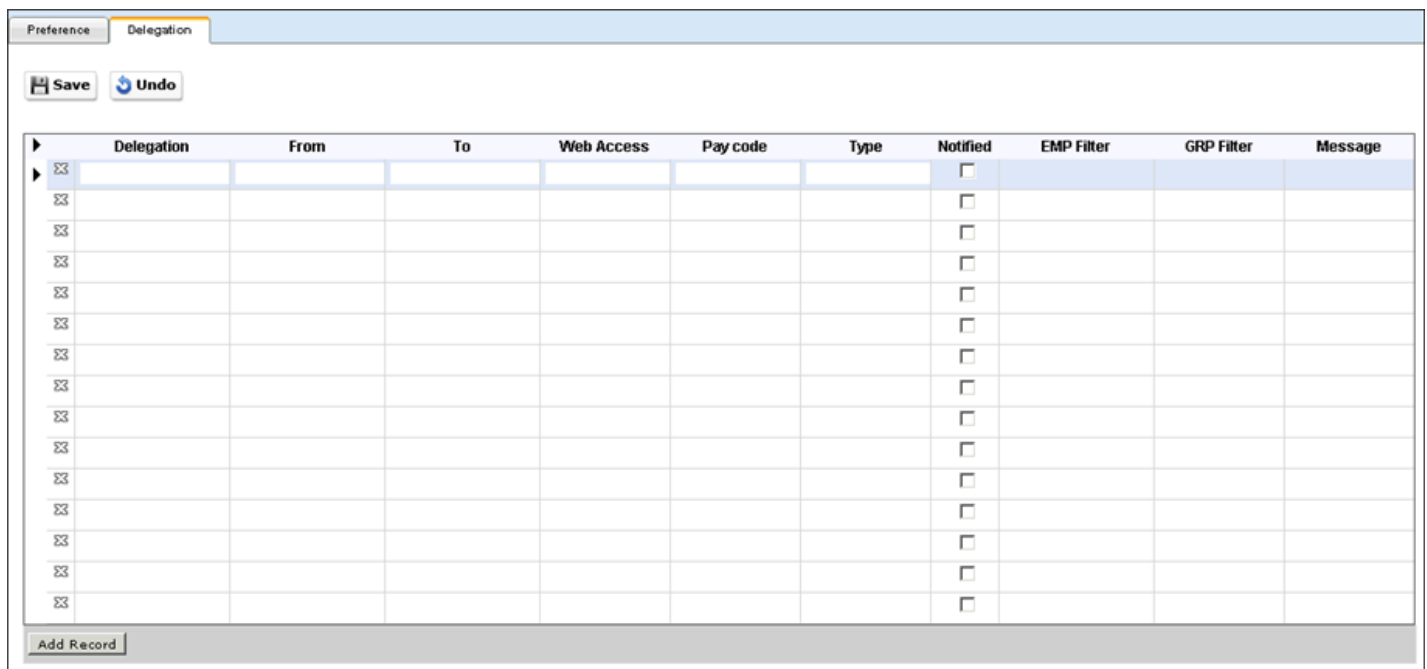
In addition, you can also be selected as the delegated approver for another supervisor.

To navigate to Time Management:

1. From the main navigation menu, hover mouse over the My Team icon to display the available sections and links.

2. From the expanded navigation menu, select Time Management. The Time Management categories appear on a new page.

To add a supervisor delegate:

1. Hover over the Preferences category and click on the Delegation tab. The Delegation page appears.

2. In the Delegate column, select the User Name or User ID of the supervisor to whom you will assign as your delegate during your absence.

3. Enter the start and end dates that the delegate is authorized to approve timesheets and time off requests for your employees.

   Important! If no dates are entered, the selected delegate will always have access to your employee's records.

4. In the Web Access column, select a delegation access group. This access group, configured to meet your company's needs, defines the categories and pages your delegate will be able to view, as well as the actions the delegate will be able to complete. The Pay Code, Type, Notified, EMP Filter, and GRP Filter fields are automatically updated when saved.

5. Check the Notify box to ensure the user receives a notification.

6. Select the Message field and enter any special instructions or message for the supervisor to which you are delegating assignments in the Note box.

	Delegation	From	To	Web Access	Pay code	Type	Notified	EMP Filter	GRP Filter	Message
⊠	Daphne Underwood	02/28/2013	03/04/2013	Supervisor Delega	0[WKHR]	Manual	☑			
⊠						Message				
⊠						Please handle approvals while I am away, thank you!				
⊠										
⊠										
⊠								OK	Cancel	

7. Select OK after entering the message.

8. Select Save.

The new delegation is saved, and the supervisor assigned as a delegate is notified.

When the delegated supervisor logs in to Time Management, he/she will receive a system-generated message that includes the dates of the delegation. Any message that you add will be sent in addition to the system-generated message.

To act as a delegate supervisor:

1. Log in to Time Management. You may be notified in a message that you've been delegated approval responsibilities for another supervisor.

2. From the Switch drop-down menu, switch the user to perform the delegated tasks for that supervisor.

| Dashboard | Help | Switch: | Maribeth Allan-Morris | Exit |
| Maribeth Allan-Morris |
| Patricia Harrison | Switch user to perform delegated task |

UltiPro Time Management

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Hint: User ID is the default view option. You can change your option on the Preference page (Preferences > Preference > User Delegation Display Preference option).

After you switch to the user for whom you are acting as delegate, you can then review and approve timesheets and time-off requests for the other supervisor's employees, and only for the length of time the supervisor designated.

Note: To view your own employees again, you must log out and log back in to Time Management.