Delegating Timesheet Edit and Approval Rights

1. Log in to Workforce using your Net id and password
2. Click on “Manage Delegations”
3. Click on “Delegate Authority”
4. From here, click “Search”. You do not need to enter anything in the Group Description field. This brings you to a screen that shows you the assignment group(s) for which you are responsible.
5. Check the box to the left of the assignment group you wish to delegate.
6. The Effective Date field should reflect today’s date
7. Enter an end date of 12/31/3000 if you wish to delegate edit and approval rights permanently, or any date earlier than 12/31/3000 if you wish to delegate authority for a specific time frame (i.e. the duration of your vacation, leave of absence, or sabbatical).
8. Check the “Allow Re-delegation” box ONLY if you wish to allow your delegate (proxy) to give your employee timesheets to another supervisor. Generally, supervisors do not check this box.
9. Click “Next”
10. Type in the first or last name of the individual you are delegating the authority to and click “Search”
11. Click on the circle to the left of the employee’s name
12. Click Select. You will receive a message that says, “Operation Successful” if the delegation was properly assigned.