

Setting up a Delegate for Time Entry Approvals




You can delegate your time entry approval authorization to another manager* for a specific time period.

Navigate to: [Five Star Time Entry](#), then *click* [Delegate Time Card Approval](#)

* Usually your Supervisor

Step 1)

In the **Delegate Number** field, enter the employee ID number of the Manager that you want to authorize.

Remember: You can use the  Visual Assist button to find the correct employee ID number. This method opens the “Address Book Master Search” dialog box to search in the “Alpha Name” Field. Example, *Smith*
* = wildcard character
The Description field will populate with their name.

Step 2)

Enter the beginning date of their authorization period into the **Effective Date** field. The Effective Date and the **Ending Date** are required fields.

Best Practice is to follow pay periods. For example, entering this Wednesday would mean that the Delegate could approve NEXT week's time, not this week's time (you would have to enter last Wednesday's date to approve this week's timecard).

Step 3)

Select **Option #2** from the **Authorization Type** list of values. **NEVER** select Option #1

Step 4)

Complete the form and **Save** your changes. NOTE: Your Delegate will receive the Notification emails to approve time as long as they are your delegate.