

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: [Employee Tasks & Inquiry > Delegate Time Card Approval](#)

Delegate Number	Description	Effective Date	Ending Date	Authorization Type

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.

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.

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 Saturday would mean that the Delegate could approve NEXT week's time, not this week's time (you would have to enter last Saturday's date to approve this week's timecard).

Step 3)

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

Code	Description
1	Change/Delete/Approve/Reject
2	Only Approve/Reject