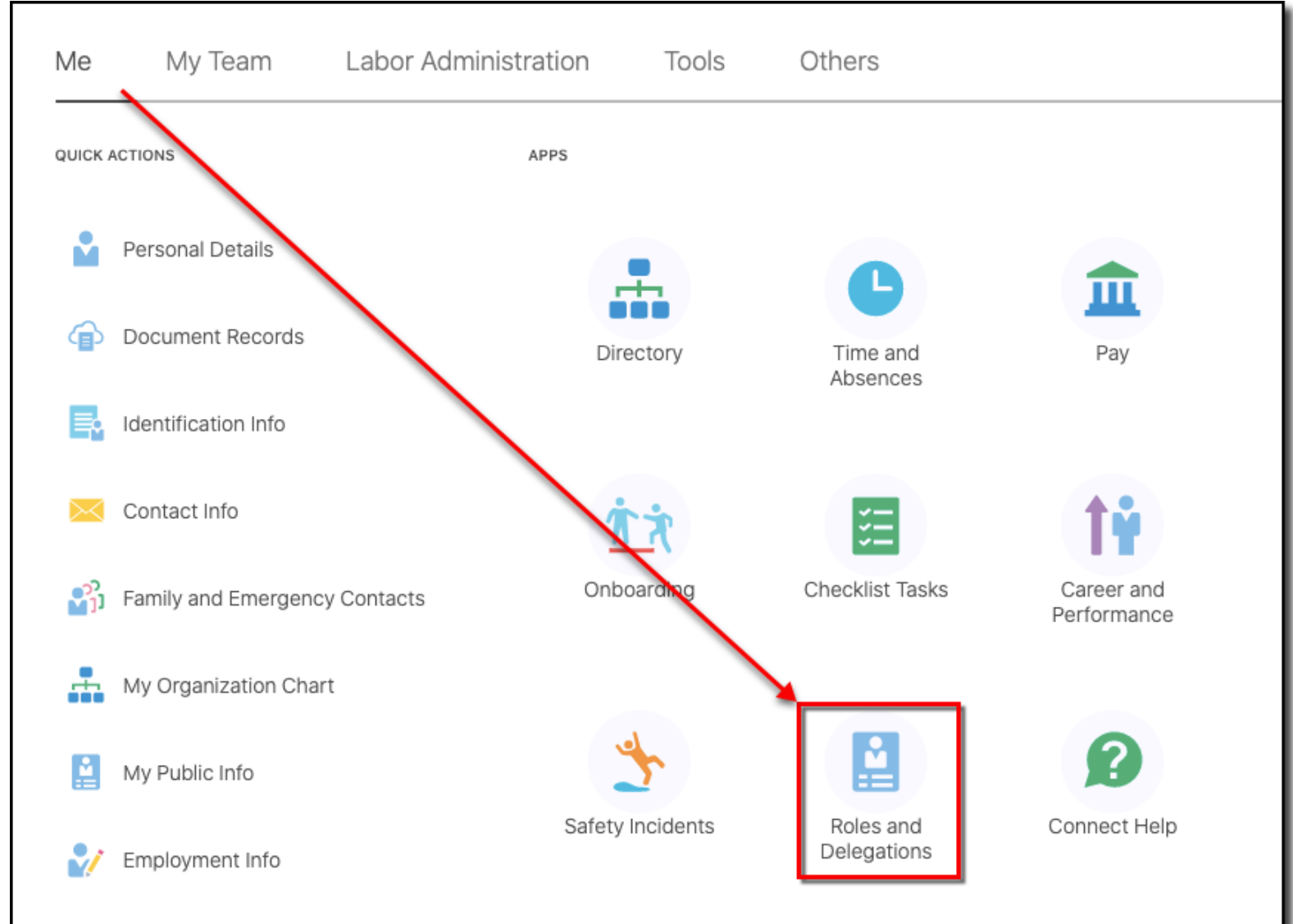


**Note:** Delegation allows managers to authorize other employees to act on their behalf for managing team time and absences.

When delegated, managers will **not** receive time and absence approval notifications but can still view and act on their direct reports, even if delegated to someone else.

1. From the **Me** tab, click **Roles & Delegations**



2. Click **Add** within the **Role Delegations** section

## Role Delegations

+ Add



There's nothing here so far.

3. Select **CMHA Line Manager Custom** for the Role Name

4. Enter the **Start Date** the delegation will take effect

5. Enter the **End Date** if known or leave blank if ongoing

6. Key in the name of the person for whom you are **delegating to** then select the name from the list

7. Click **Save**

## Role Delegations

Save

Cancel

\*Role Name

CMHA Line Manager Custom

End Date

1/29/21

\*Start Date

1/25/21

\*Delegated To

John Doe

8. Click the **Approval Delegations** drop-down arrow

9. Click **Add**

10. Enter a **Rule Name** that reflects the nature of the delegation transaction you are submitting

11. Enter the **Start Date** and **Time** the delegated authority takes effect

12. If applicable, enter an **End Date** and **Time** or leave blank if ongoing

Approval Delegations



Approval Delegations

+ Add



There's nothing here so far.

Approval Delegations

\*Rule Name

Delegating Time Approvals

\*Start Date

1/25/21 8:00 AM

End Date

1/29/21 5:00 PM

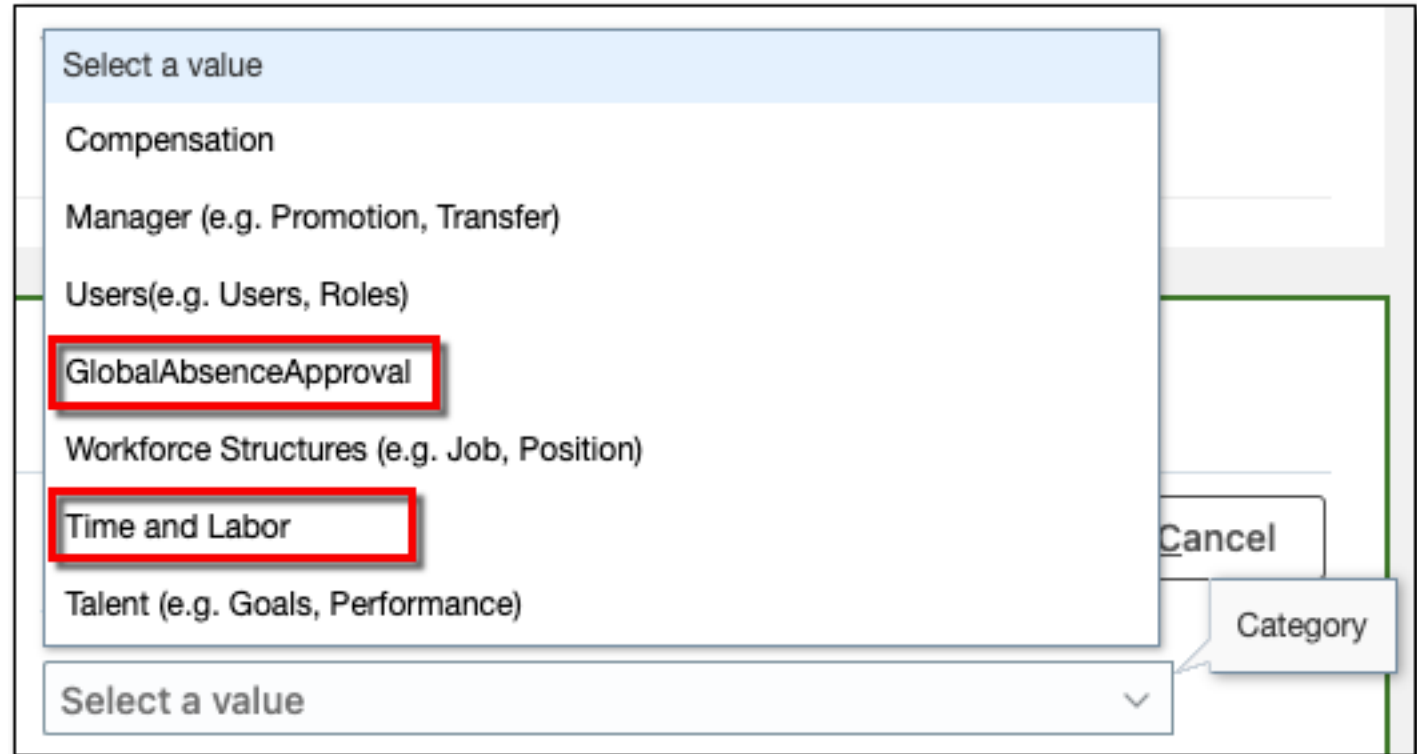
**Note:** Only 2 delegation functions should be used. They include:

- **GlobalAbsenceApproval** – Delegated proxy can act on your behalf for managing and approving absences
- **Time and Labor** – Delegated proxy can act on your behalf for managing and approving timecards

**The other delegation functions should not be used at this time.**

13. Select the desired delegation **Category**.

**Note:** You can only select one **category** at a time. Multiple assignments need to be handled through multiple delegation requests.

A screenshot of a web form for submitting a delegation request. It features two dropdown menus. The first dropdown, labeled 'Select a value', is open and shows a list of categories: 'Compensation', 'Manager (e.g. Promotion, Transfer)', 'Users(e.g. Users, Roles)', 'GlobalAbsenceApproval' (highlighted with a red box), 'Workforce Structures (e.g. Job, Position)', 'Time and Labor' (highlighted with a red box), and 'Talent (e.g. Goals, Performance)'. The second dropdown, also labeled 'Select a value', is closed. To the right of the dropdowns are two buttons: 'Cancel' and 'Category'.

**Note:** Time and absence management can be delegated to the employee of your choice.

14. Enter the employee for whom you are delegating to.

**Note:** This should be the same person selected above for the **Role Delegation**.

15. Select the **checkbox** if the delegated proxy can approve their own time and absences.

**Note:** This only applies if you are delegating to one of your direct reports. Clicking the checkbox will allow them to approve their own time card and absences. If you allow them to receive their own timecard, they can then 'reassign' it up the chain.

Leaving this unchecked, the direct report's time and absences will still come to you.

16. Click **Save**

### Approval Delegations

\*Rule Name

Delegating Time Approvals

\*Start Date

1/25/21 8:00 AM

End Date

1/29/21 5:00 AM

\*Category

Time and Labor

\*Delegate To

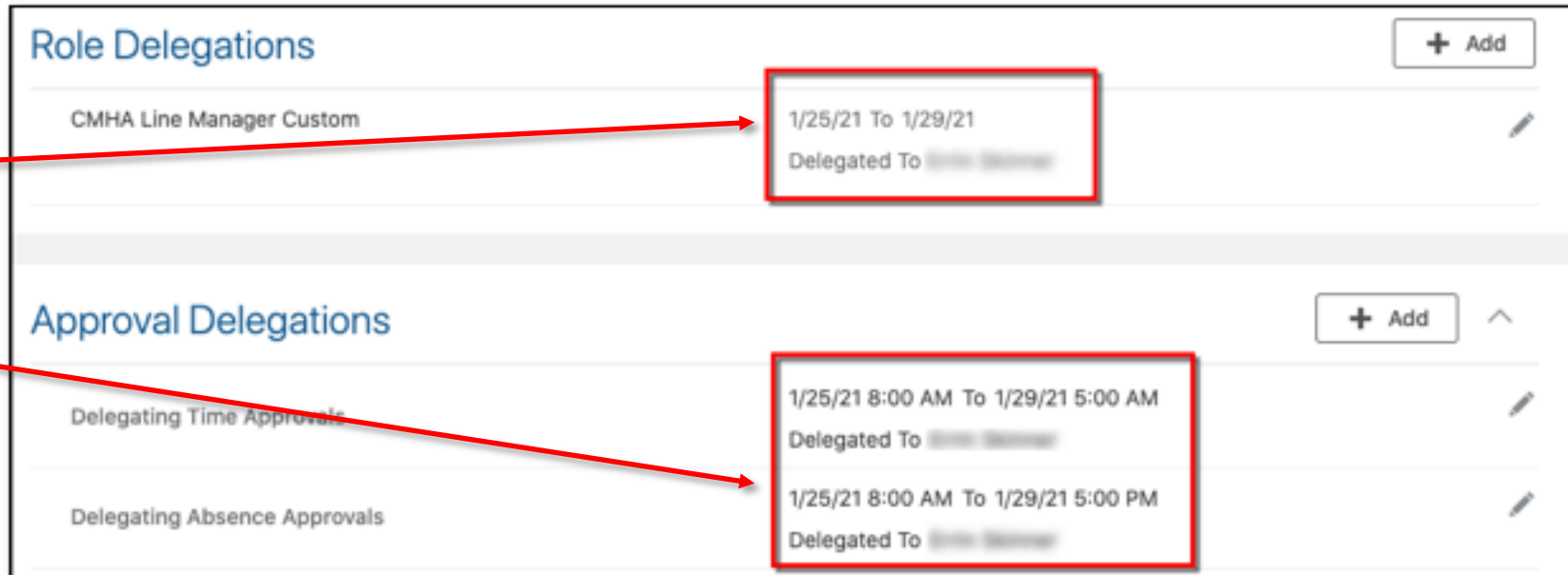
☐ Allow this user to approve their own transaction

Save

Cancel

**Note:** The **Role** and **Approval Delegation** requests have been submitted to the proxy. In this example, the **Role Delegation** only needs to be submitted once and the 2 **Approval Categories** were submitted to the same proxy.

**Note:** You don't have to submit both delegation categories if you don't need both.

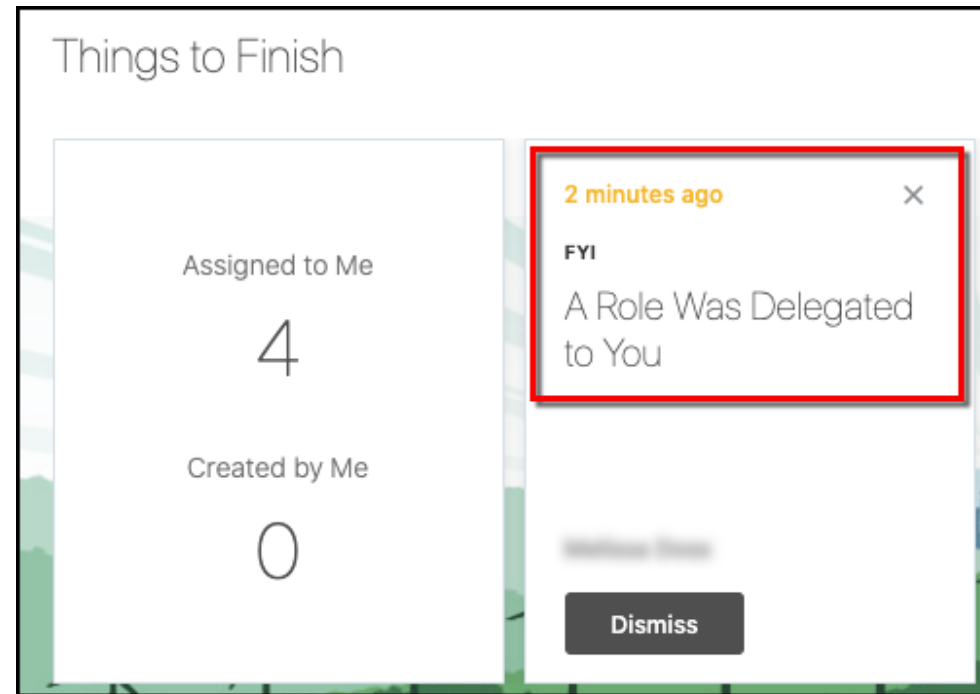
The screenshot displays two sections of the MSS system interface. The top section, titled 'Role Delegations', contains a single entry for 'CMHA Line Manager Custom' with a date range of '1/25/21 To 1/29/21' and 'Delegated To [redacted]'. The bottom section, titled 'Approval Delegations', contains two entries: 'Delegating Time Approvals' and 'Delegating Absence Approvals', both with a date range of '1/25/21 8:00 AM To 1/29/21 5:00 PM' and 'Delegated To [redacted]'. Red boxes highlight the date ranges in each entry, and red arrows point from the text in the left-hand notes to these highlighted areas. Each entry has an 'Add' button and an edit icon.

**Please note the following as it pertains to Delegation:**

- If you, as a manager, already have pending approvals prior to completing the delegation request, you should act on those approvals if possible. Delegating time and absence capabilities does **not** transfer your existing approvals to the proxy. In other words, the proxy will **not** be able to approve anything that is still routed to you.
- If you are unable to act on your existing approvals for any reason, the employee should be instructed to resubmit their current time and/or absences after the delegation submittal has been completed. This will reroute the approval notification to the delegated proxy.
- Time and absence management can be delegated to the employee of your choice.
- If you are not a manager but are delegated to, you will automatically receive the ability to manage time and absences through the **My Team** function.

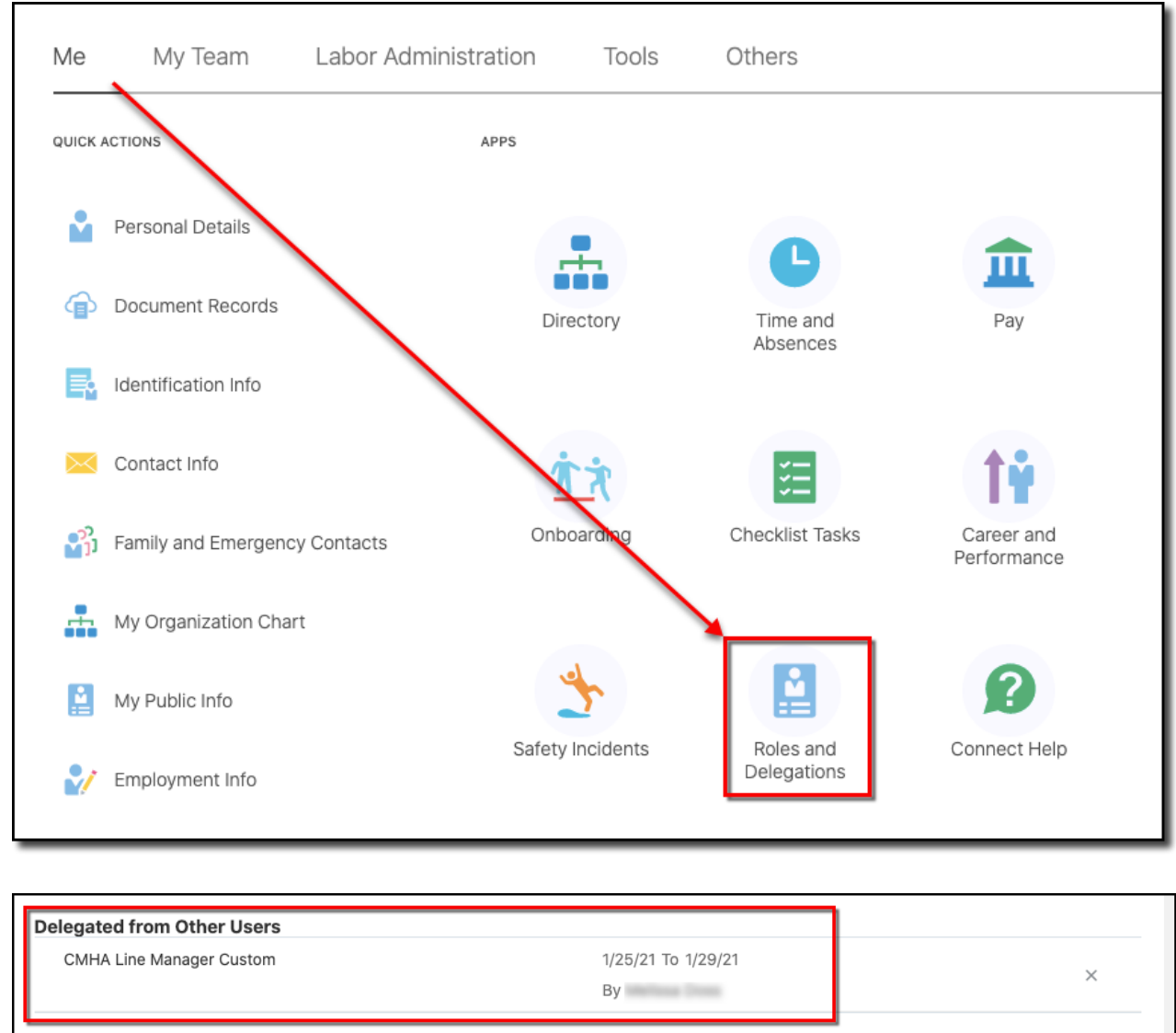


**Note:** When delegated to, you will receive a notification indicating that a role was delegated to you.





**Note:** From the **Roles and Delegations** page, you can see the delegation requests that have been assigned to you.

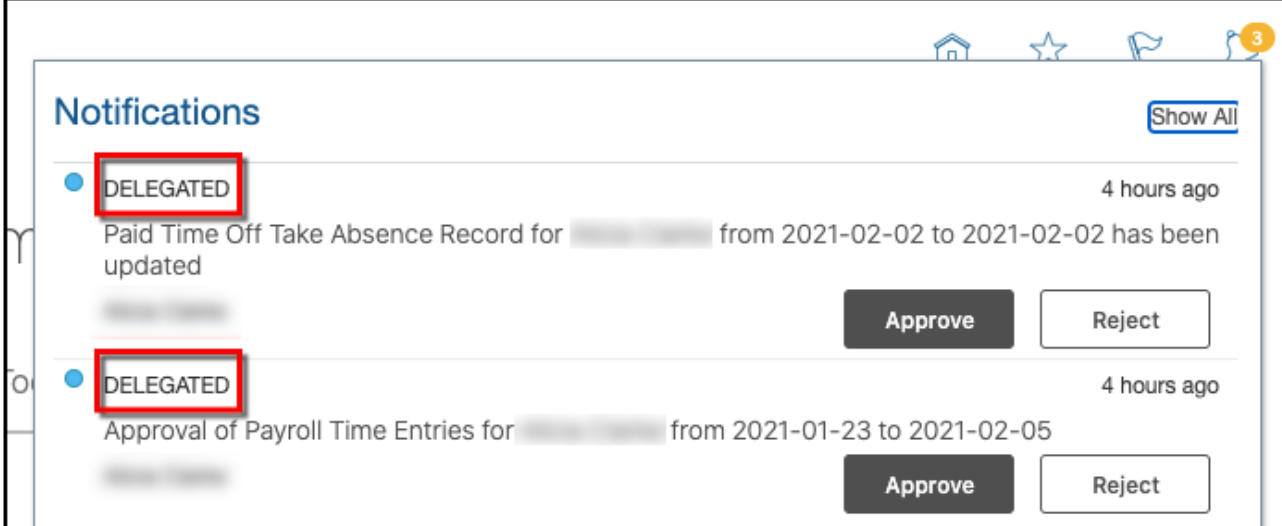


The screenshot displays the MSS user interface. At the top, there are tabs: **Me**, **My Team**, **Labor Administration**, **Tools**, and **Others**. The **Me** tab is selected. Below the tabs, there are two columns of icons. The left column is labeled **QUICK ACTIONS** and includes: **Personal Details**, **Document Records**, **Identification Info**, **Contact Info**, **Family and Emergency Contacts**, **My Organization Chart**, **My Public Info**, and **Employment Info**. The right column is labeled **APPS** and includes: **Directory**, **Time and Absences**, **Pay**, **Onboarding**, **Checklist Tasks**, **Career and Performance**, **Safety Incidents**, **Roles and Delegations** (highlighted with a red box), and **Connect Help**. A red arrow points from the **Me** tab to the **Roles and Delegations** app icon.

Below the main interface, there is a section titled **Delegated from Other Users** with a red border. It contains the following information:

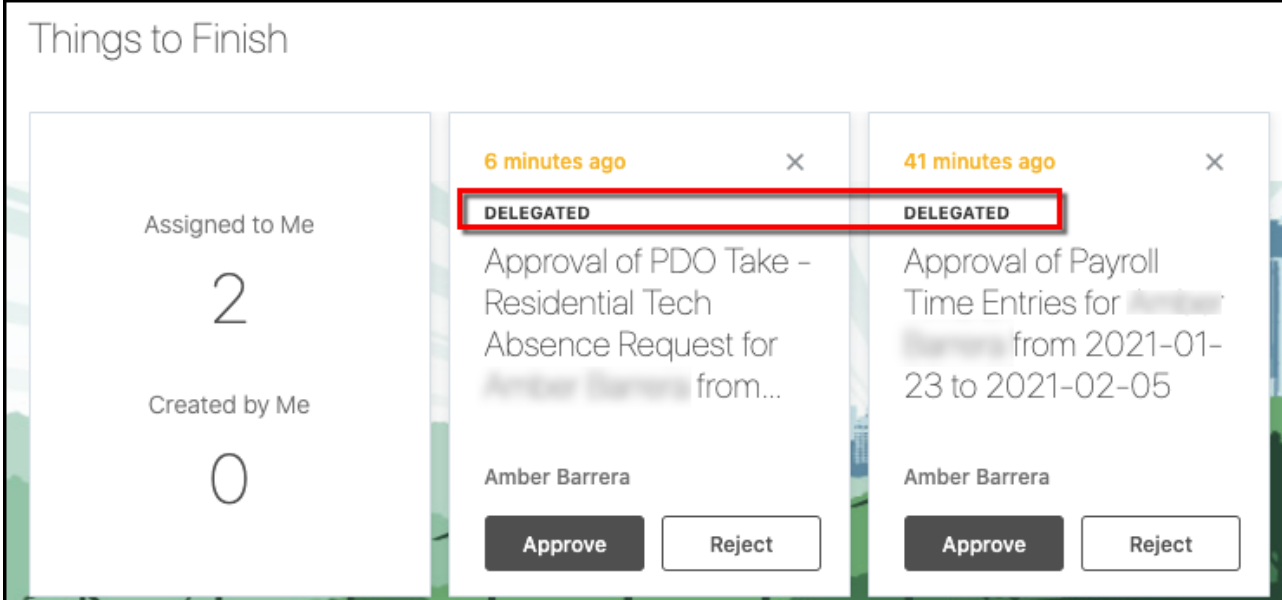
Delegated from Other Users	1/25/21 To 1/29/21	
CMHA Line Manager Custom	By [User Name]	×

**Note:** To review a timecard or absence approval from a delegated employee, look for the “**Delegated**” approvals in your notifications.



**Notifications** [Show All](#)

- DELEGATED** 4 hours ago  
 Paid Time Off Take Absence Record for [redacted] from 2021-02-02 to 2021-02-02 has been updated  
 [redacted]  
 Approve Reject
- DELEGATED** 4 hours ago  
 Approval of Payroll Time Entries for [redacted] from 2021-01-23 to 2021-02-05  
 [redacted]  
 Approve Reject



**Things to Finish**

Assigned to Me

2

Created by Me

0

6 minutes ago

**DELEGATED**

Approval of PDO Take - Residential Tech Absence Request for [redacted] from...

Amber Barrera

Approve Reject

41 minutes ago

**DELEGATED**

Approval of Payroll Time Entries for [redacted] from 2021-01-23 to 2021-02-05

Amber Barrera

Approve Reject

**Note:** To manage **Team Timecards** for delegated employees, either search for the delegated employee or select the **“Delegated Reports”** filter to see all delegated employees.

## Time Cards

Hide Filters
Display
Delegated reports x

Saved Search
Pending Approval
Save

Filters
Expand All
Collapse All

Time Card Period
Current period
Previous week
Previous 2 weeks
Range (specify)

Display
Clear
Direct reports
All reports
**Delegated reports**

Line Manager
Department

Actions

Your approval is required. See details.

<input type="checkbox"/>			Submitted
<input type="checkbox"/>			Saved
<input type="checkbox"/>			Entered
<input type="checkbox"/>			Entered

**Note:** Delegated employees will not appear in your list of **direct reports** but will show up when searched.

**Note:** To manage **Absences** for delegated employees, search for and select the delegated employee from the **Search** field, then proceed with the absence details as you normally would.

## Add Absence

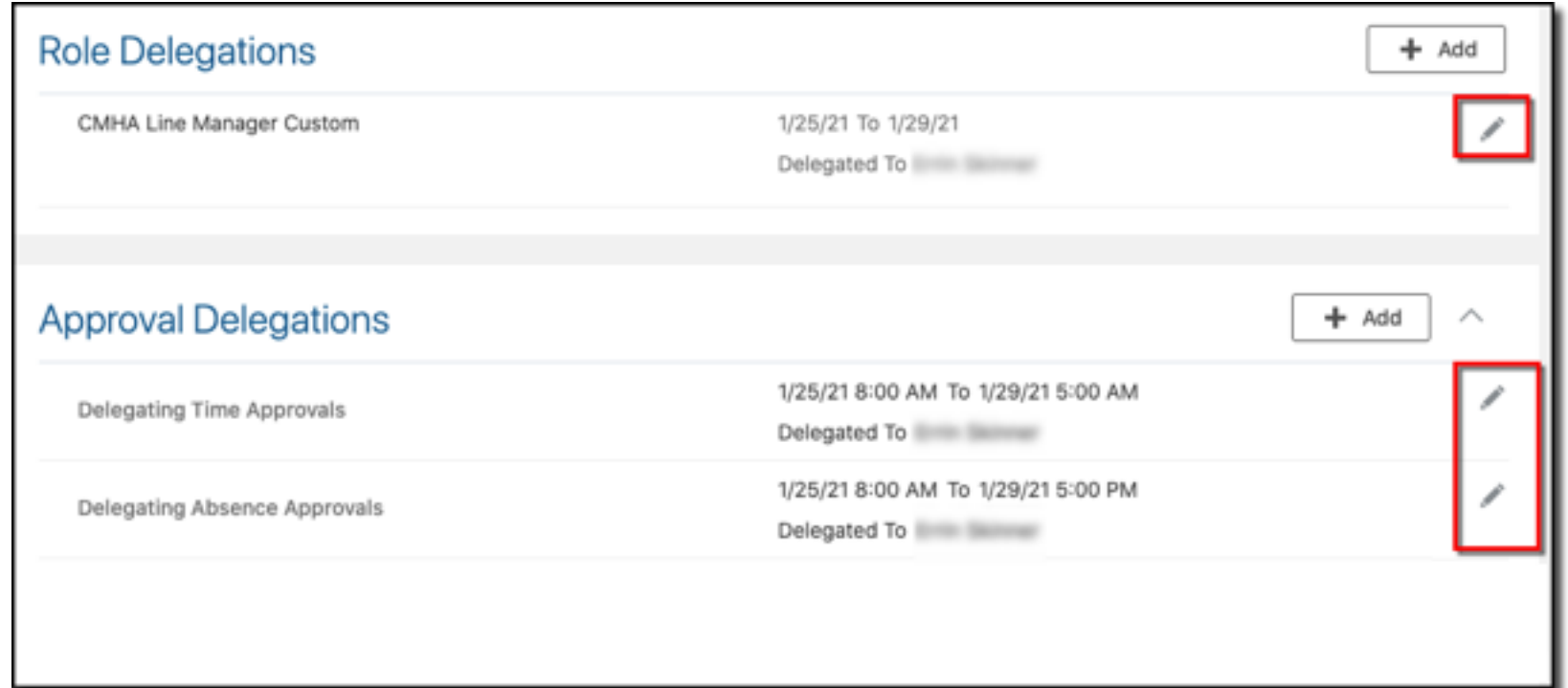
Search Person

	Name	Business Title	Work Email	Person Number
Direct Reports		John Doe	john.doe@company.com	12345
		Jane Smith	jane.smith@company.com	67890
		Mike Johnson	mike.johnson@company.com	11111
		Sarah Lee	sarah.lee@company.com	22222

**Note:** If you entered an **End Date** for the delegation period, the delegation authority will automatically terminate on the end date.

**Note:** If an **End Date** was not entered for the delegation period, you can **Edit** and **Delete** the delegated authority at any time.

**End of Procedure**

The screenshot shows a web application interface for managing delegations. It is divided into two main sections: 'Role Delegations' and 'Approval Delegations'. Each section has a '+ Add' button in the top right corner. The 'Role Delegations' section contains one entry: 'CMHA Line Manager Custom' with a date range of '1/25/21 To 1/29/21' and 'Delegated To [redacted]'. A red box highlights an edit icon (pencil) in the right margin of this entry. The 'Approval Delegations' section contains two entries: 'Delegating Time Approvals' and 'Delegating Absence Approvals', both with the same date range and 'Delegated To [redacted]'. Red boxes highlight the edit icons for both of these entries in the right margin.