Quick Guide: Manager Delegate



There may be times when a manager needs to delegate their approvals while out of the office. To delegate workflows, such as Time Off Requests and Timesheets, follow the directions below:

1. Navigate: Hamburger > My Info > My HR > Delegations

Search		٩	*	*	х
My	Info		Team		
() My Time	My HR				
My Schedule	Delegations				
My HR					
My Information					
My Company					
e					

2. Click on the Add New Button

≡ v	VANDERBILT 02:13 UNIVERSITY	PM (CDT)											Search		م	T 🕄	^B MM
My HR > Delegations 53 Add New											lew						
✓ Page 1 of 1 → 0 Rows Saved: [System] ▼ (1)										Tr Co	lumns (1) 🛞	(1)					
	Employee Id	•	Username	•	First Name	•	Last Name	↑ •	T Employee Status	41 👻	Workflow Type	•	Date From	•	Date To	•	
	starts with	-	=	-	starts with	•	starts with	•	!=	•	=	•	=	•	=	•	C
									Terminated								۲
(i) N	n Data to Display								<u> </u>								
	o bata to bispidy																

3. Fill out the pop-up form to determine the Delegate To (A), Workflow Type (B), Date From (C), Date To (D)... and select Add

Workflow D	kflow Delogation	x
Delegate To * Choose Employee Date From * mm/dd/yyyy Workflow Group Choose	te To * Workflow Type * se Employee(s) c te To * te To * dd/yyyy w Group se	D
		Add

4. Once you've added the Delegate, they will appear at the bottom of the report, allowing you to edit or delete them.

≣	Vanderbilt UNIVERSITY	02:24 PM (CDT)										Search		٩ (6) 🧳	MM
My HR >	Delegations															
C Delegations											lew					
< Page 1 of 1 → 1-1 of 1 Rows Saved: [System] → (1) 🔓 → ···																
	Employee Id	▼ U:	sername 💌	First Name	•	Last Name	↑ -	▼ Employee Status	11 · 👻	Workflow Type	*	Date From	•	Date To	*	
	starts with	-		starts with	-	starts with	•	1=	•	=	•	=	-	=	•	C
								Terminated								۲
Ø	000TRN4	m	ngrMike	Mike		Manager		Not In Payroll		Timesheet		10/09/2023		10/16/2023		

UKG (Kronos) Quick Guide: Manager Delegate