Delegate Authority

When a manager expects to be unavailable — such as a vacation — that person can delegate authority to another manager or administrator — the Delegate — to access and receive the absent person's notifications and complete tasks during their absence. **Example**: The Delegate approves time-off requests and/or timecards while the regular manager is on vacation.

Delegate authority to another manager

1. Click Home.
2. In the My Notifications tile, click Tasks. The Control Center will open.
3. In Control Center, click My Actions. Select Business Processes > Manager Delegation
4. Select Create New Delegation, then click Next
5. Select the person from the Delegate* drop down list who will take authority during your absence
6. Select the Start Date and End Date from the calendars
7. Select your role in the Role Profile list *(if necessary)*
8. Click Submit
9. A notification will be sent to the manager you selected and requires them to Accept or Reject the role for the dates you submitted

Cancel delegated authority

You can cancel a delegation after you submit it and before the delegate accepts it.

1. In the My Notifications tile, click Tasks. The Control Center will open.
2. In Control Center, click My Actions. Select Business Processes > Manager Delegation
3. Select Delete Existing Delegation, then click Next
4. Select the Existing Delegation you want to cancel
5. Click Submit
Accept delegated authority

To Accept authority from another manager:

a. In the My Notifications tile, click Tasks. The Control Center will open.
b. Select the delegation notification.
c. Scroll down on the right to view the Details options
d. Select one of the following Actions:
   - Accept
   - Reject
e. Optionally, enter a Comment.
f. Click Submit.
g. Log out and log in again to be able to switch roles.

To complete tasks for the other manager:

a. Below your name/photo, click the Gear icon to see Edit Profile, then click Switch Roles. Select the name of the manager whose authority you are taking.

IMPORTANT: You cannot see the Switch Roles button if the start date for your serving as a delegate is in the future
b. Complete the tasks as needed on behalf of the other manager
c. To return to your own role, click Switch Roles. Select Myself