



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


Manager Delegation

✕

New Delegation

Delegate*
 ▼

Start Date*
  Clear

End Date*
  Clear

Role Profile*
 ▼

Submit

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:
 - o Accept
 - o Reject
- e. Optionally, enter a **Comment**.
- f. Click **Submit**.
- g. Log out and log in again to be able to switch roles.

Details

Manager Delegation

Role Name

USNH Salaried Manager

Select Action*

Accept


Reject

Comment

Submit

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**



Joseph Licciardi as Myself

Sign Out

Edit Profile

▼ Switch Roles

Myself

Varner, Ruth K [5/12/2020 - 5/29/2020]

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