Manager Functions

Time & Attendance
Experience the Workforce system from the employee perspective. Learn Workforce navigation fundamentals and functions related to reporting time, activities, and absences in the system.

Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.

University time system:
http://time.ou.edu
Delegation

Delegation is the act of granting another member of the organization authority over a group of employees (an assignment group) when the typically assigned person is not available. For example, a manager going on vacation for a week can delegate authority over his or her employees to another manager to ensure timesheets are reviewed and approved in his or her absence.

A user can delegate an assignment group and grant the delegation recipient his or her role or, in some cases, a lower role to define the delegation recipient’s access to the group. When delegating, the owner can delegate only those roles that are at or below the owner’s role for the group; i.e., someone with manager role for a group cannot delegate the Administrator role to others.

First, delegation is restricted such that only users of designated roles are permitted to receive delegations. This was described in the User Role section above.

Second, when you delegate responsibility for an assignment group to another user, you can only delegate the set of responsibilities associated with your own user role, and optionally “lower” roles in the user role hierarchy.

1. To delegate roles, select Settings ➔ Manage Delegations from the dashboard. The Manage Delegations window appears.

2. Click Delegate Authority. The Enter Search Criteria window appears which lets you search for one or more assignment groups.
3. Enter your search criteria. You can enter the employee group and/or the wildcard character (*) to retrieve a list of groups you have delegation rights too, or you may leave the field empty and click search to view all of the groups you have rights to delegate.

4. Click Search. A window lists the assignment groups matching your search, along with the roles you are granted for each group.

5. For each assignment group being delegated, choose your delegation options.
   - In the Assignment Group column, select the checkbox next to the assignment group name.
   - In the Role to Delegate column, use the drop-down menu to select the roles to be delegated for the assignment group.
   - In the Effective Date and End Effective Date columns, enter the dates during which the assignment group roles will be delegated.
     - Effective Date defaults to today.
     - End Effective Date defaults to one week from today. To make a delegation permanent, enter an End Effective Date of 12/31/3000.
     - If you are delegating many groups and entering many dates, you can omit the slashes. The system will insert them for you as you exit the date fields.
   - In the Allow Re-delegation column, place a checkmark in the checkbox to allow the delegation recipient to delegate the assignment group to another user.

   **IMPORTANT!** Allowing redelegation lets the delegate share authority over the assignment group with another user. If that happens, the system will not automatically notify you and employee information could be inadvertently shared with others who should not see it. Best practice is to never check the Allow Re-delegation checkbox.
6. Click **Next** to display a search window for selecting the user who will be delegated that assignment group.

7. In the search window, enter your search criteria. You can also use a character string, the wildcard character (*), or a combination to retrieve a list of users matching the characters you enter. If you are including a wildcard, use the **Max Results** field to limit the number of displayed records.

8. Click **Search**. A window appears with the results of the search.

9. Select a delegate.
10. Click **Select**. A confirmation message appears that indicates a successful delegation.

If any delegations fail, a status message appears listing the unsuccessful delegations and why they failed. For example, a delegation could fail because the assignment group is already delegated to the selected delegate.

11. Click **Continue** to return to the **Manage Delegations** window.
Cancelling or Revoking a Delegated Role

Once an owner has delegated a role, that owner can also cancel the delegation.

1. Select **Settings ➔ Manage Delegations** in the **Dashboard**.

2. In the **Manage Delegations** dialog box, click **View/Revoke Delegations**.
   The **Enter Search Criteria** window appears.

3. Enter your search criteria. A window appears that lists the roles currently delegated within your assignment groups, along with your role for each group.
4. If an assignment group contains more than one delegated role, click the **Expand Group** button displayed next to the **Assignment Group** name to see all of the delegated roles.

5. In the **Actions** column, select the delegation to be cancelled.
   - Selecting **Revoke** cancels only the delegation appearing in a single row.

   ![Figure: Actions – Revoke](image)

   - Selecting **Revoke All** (if shown) cancels all delegations for that assignment group.

   ![Figure: Action – Revoke All](image)

   A new window appears listing the delegated right to be cancelled.
6. Choose the date on which the revocation is to be in effect or select the **Revoke Immediate** checkbox.

7. Click **Confirm** to proceed with the cancellation.
   A message appears verifying the cancelled delegation.

8. Click **Continue** to return to the **Delegations** window.