

People Planning: Timekeeping Manager Delegation Request

Submit a Manager Delegation Request

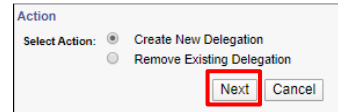
- 1 Click **Actions** from the Related Items pane.



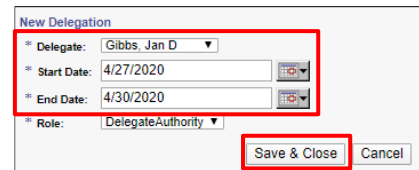
- 2 Click **Manager Delegation**.



- 3 Select **Create New Delegation**, then click **Next**.

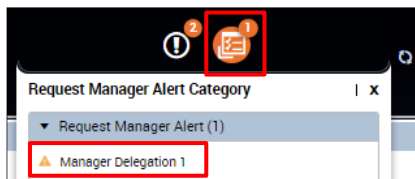


- 4 Select the desired **Delegate** from the drop-down menu. Then select the **Start** and **End** dates. Click **Save & Close**.

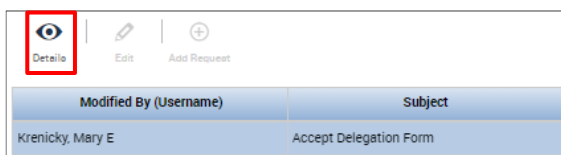


Respond to a Manager Delegation Request

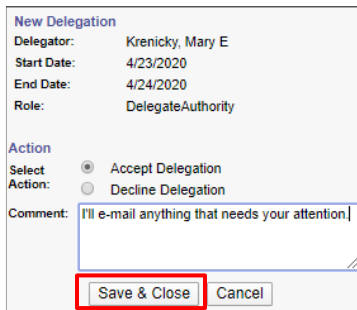
- 1 Click the **Request Manager Alert**, then click **Manager Delegation**.



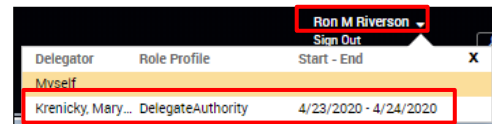
- 2 Select the desired request and click **Details**. You can also double-click the request.



- 3 Select either **Accept** or **Decline Delegation**, add a comment if desired, and click **Save & Close**.



- 4 Assuming you accepted the delegation; **sign out** of the application. Upon signing back in, **click your name** on the top right and select the delegating manager's name.



- 5 You are now logged in as the other manager. To change back to yourself, click your name again and choose **Myself** or sign out and back in.

