

# Manager Delegation

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## Overview

**Overview** Below outlines the steps taken by the Supervisor and Manager to delegate a temporary manager in their absence for a specified period in uTIME.

## Step 1: Original - Manager Delegation

1. Open the **Quick Links Widget**.
2. Select **Actions**
3. Click 

### SELECT ACTION POP UP WINDOW

4. Select 
5. Click 

### CREATE DELEGATION POP UP WINDOW

6. On the **Delegate** field, select the manager to be delegated temporarily.
7. Enter or select the effective start date on 

**Note:** Do not enter previous date.

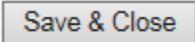
## Manager Delegation

8. Enter or select the effective end date on .
9. Select **Manager Delegation** on the Role.
10. Click .

## Step 2: Temporary Manager – Accept Manager Delegation

1. Open the **Quick Links Widget**.
2. Select **Inbox**
3. Select the task with subject **Manager Delegation Accept Delegation Form**. Then, double-click.

### ACCEPT DELEGATION POP UP WINDOW

4. Select  **Accept Delegation**.
5. If applicable, enter **comments**.
6. Click .

## Step 3: Temporary Manager – Switch as Delegated Manager

1. After accepting the delegation, sign-out. Then, log-in again.



2. Click on the arrow  beside the name
3. Select the name of the delegating manager to display and access the employees of the delegating manager.

**Note:** To switch back to your employees, click on the arrow and select **Myself**.