

How do I Assign a Delegate to review and approve Timecards for my employees?

What you need to know:

- *Only one person can be an assigned delegate at a time.*
 1. From the “General” tab, click on “Actions.”
 2. Click “Manager Delegation.” A new window will open titled “Create Delegation.”
 3. From the “Delegate” box, click on the down arrow to access the list of people to choose from.
 4. Select the person to whom you want to delegate the tasks.
 5. Select the “start date” and “end date” that encompasses the time span you need assistance.
 6. The “Role Profile” will default to “Delegate Timecard Approver” for you to delegate to this person.
 7. Click “Save & Close.”

How do I accept a request to be a Delegate?

1. From the “General” tab, click on “Inbox.”
2. Under the “Task list”, double click the delegation request.
3. A new window will open with information including who is making the delegation request and the start and end dates.
4. Under “Action” section, select the appropriate option to either accept or decline the delegation request.
5. You may include a message back to the requestor in the “Comment” box (optional).
6. Click “Save & Close.”
7. Log off from eTime and log back in.
8. When you log back into eTime you will see a “Switch Role” link at the top of your screen.
9. Click on the “Switch Role” link. You will be brought to a new screen that will show the Manager’s name.
10. To begin acting as their delegate, click on the Manager’s name and click “Switch Role.”