



The UNIVERSITY *of* OKLAHOMA

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

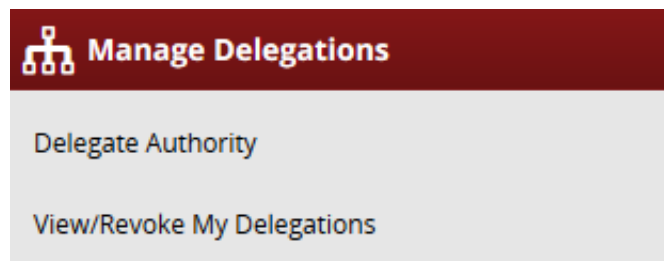
Delegation is the act of granting another member of the organization authority over a group of employees (an assignment group) when the typically assigned person is not available. For example, a manager going on vacation for a week can delegate authority over his or her employees to another manager to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

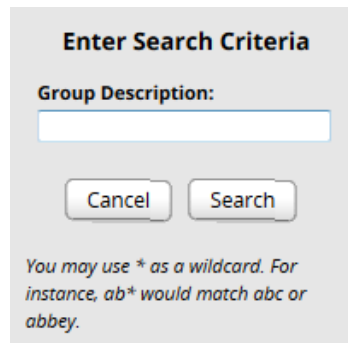
First, delegation is restricted such that only users of designated roles are permitted to receive delegations. This was described in the User Role section above.

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.

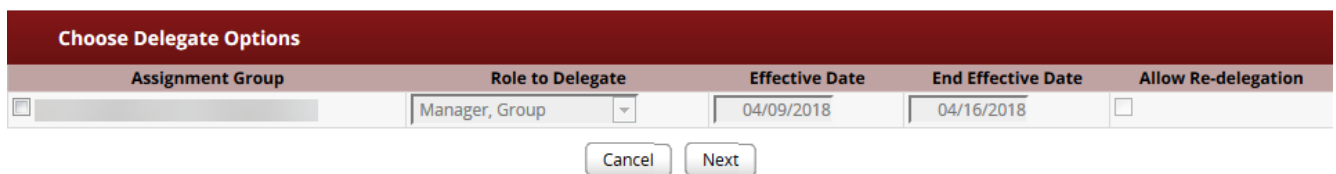


3. Enter your search criteria. You can enter the employee group and/or the wildcard character (*) to retrieve a list of groups you have delegation rights too, or you may leave the field empty and click search to view all of the groups you have rights to delegate.



The dialog box titled "Enter Search Criteria" contains a text input field labeled "Group Description:". Below the field are two buttons: "Cancel" and "Search". At the bottom, there is a note: "You may use * as a wildcard. For instance, ab* would match abc or abbey."

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



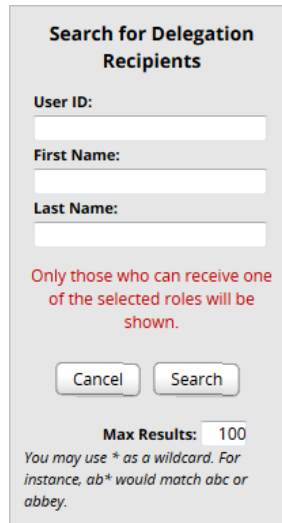
Choose Delegate Options				
Assignment Group	Role to Delegate	Effective Date	End Effective Date	Allow Re-delegation
<input type="checkbox"/>	Manager, Group	04/09/2018	04/16/2018	<input type="checkbox"/>

Buttons: Cancel, Next

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.



Search for Delegation Recipients

User ID:

First Name:

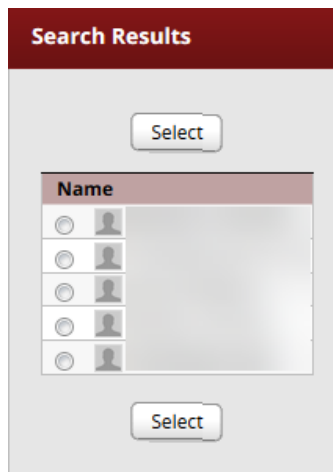
Last Name:

Only those who can receive one of the selected roles will be shown.

Max Results:

*You may use * as a wildcard. For instance, ab* would match abc or abbey.*

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

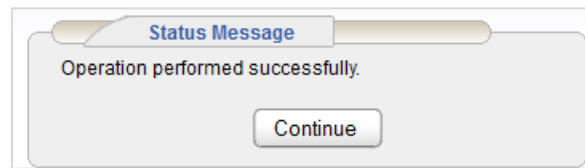


Search Results

Name	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	

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


Enter Search Criteria

Group Description:

First Name:

Last Name:

User ID:

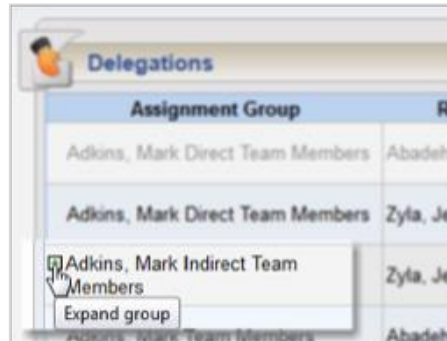
As Of Date:
 

*You may use * as a wildcard. For instance, ab* would match abc or abbey.*

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.

Delegations							
Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	Role After Delegation	My Current Role	Actions
		04/05/2018	04/04/2018	Timekeeper, Group	Manager, Group	Manager, Group	Nothing to revoke.
		04/09/2018	04/16/2018	Manager, Group	Manager, Group	Manager, Group	Revoke

- 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.



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

My Current Role	Actions
Manager, Group	Nothing to revoke.
Manager, Group	Revoke

Figure : Actions – Revoke.

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

My Current Role	Actions
Delegator (Group Role)	Nothing to revoke.
Delegator (Group Role)	Revoke
Delegator (Group Role)	Revoke All Revoke

Figure : Action – Revoke All.

A new window appears listing the delegated right to be cancelled.

Revoke Delegated Roles ✕

Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	My Current Role
		04/09/2018	04/16/2018	MANAGER_GROUP	MANAGER_GROUP

Revoke Effective Immediately At end of day on 04/09/2018 📅

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.