Delegating Your Authority

Managers, Timekeepers, HR Managers and Business Officers can assign their authority to another user when they will be unavailable, such as when going on leave.


2. Click Delegate Authority.

3. In the Search Criteria box, type * and click Search button.

4. You’ll see a list of your Assignment Group(s) and your Role

There are three types of employee Assignment Groups:
- Hourly – student workers and misc. wage
- Other – non-exempt/exempt staff, fiscal faculty, adjunct faculty, supplemental professionals, and non-paid
- Union Hourly – AFSCME 439, AFSCME 3472, and casual wage bus drivers

5. Click one or more box to select the Group to delegate.

6. For each Group you choose:
   a. Role to Delegate – if you have multiple roles, use dropdown arrow to select the one you are delegating
   b. Effective Date – use calendar icon to set the begin date
   c. End Effective Date – use calendar icon to set the end date
   d. Allow Redelegation – recommend not to check (It allows the delegatee to delegate Group(s) to someone else.)

7. Click Next button

8. Search for the person who you are delegating your authority to. Use one or more of the entry fields and click Search

9. In the Search Results, click the radio button next to the person and click the Select button

10. The Status Message confirms the successful delegation(s). Click the Continue button.

11. The Assignment Group(s) are now visible to the delegatee.