

## 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.

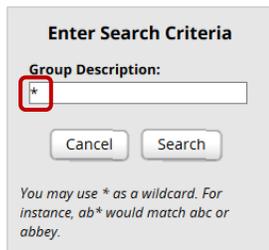
1. On the UD WorkForce Home Screen, select **Manage Delegation** under **Settings**.



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**

Assignment Group	Role to Delegate
<input type="checkbox"/> Hermione Granger's Manager 1 Hourly employees (3)	Manager 1 with TOR, Group
<input type="checkbox"/> Hermione Granger's Manager 1 Other employees (7)	Manager 1 with TOR, Group
<input type="checkbox"/> Hermione Granger's Manager 1 Union Hourly employees (4)	Manager 1 with TOR, Group

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.

Assignment Group
<input checked="" type="checkbox"/> Hermione Granger's Manager 1 Hourly employees (3)
<input type="checkbox"/> Hermione Granger's Manager 1 Other employees (7)
<input checked="" type="checkbox"/> Hermione Granger's Manager 1 Union Hourly employees (4)

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

Assignment Group	Role to Delegate	Effective Date	End Effective Date
<input checked="" type="checkbox"/> Hermione Granger's Manager 1 Hourly employees (3)	Manager 1 with TOR, Group	08/02/2020	08/09/2020
<input type="checkbox"/> Hermione Granger's Manager 1 Other employees (7)	Manager 1 with TOR, Group	08/02/2020	08/09/2020
<input checked="" type="checkbox"/> Hermione Granger's Manager 1 Union Hourly employees (4)	Manager 1 with TOR, Group	08/02/2020	08/09/2020

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

**Search for Delegation Recipients**

User ID:

First Name:

Last Name:

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

Cancel Search

Max Results:

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

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

**Search Results**

Select

Name	Last Name
<input checked="" type="radio"/> Malfoy, Draco	Malfoy

Select

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

**Status Message**

Role(s) successfully delegated to user Malfoy, Draco Lucius  
 Role Manager 1 with TOR, Group on assignment group Hermione Granger's Manager 1 Hourly employees (3)  
 Role Manager 1 with TOR, Group on assignment group Hermione Granger's Manager 1 Union Hourly employees (4)

Continue

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