

# ADP eTime Manager Delegations



## Manager Delegations

*When a manager expects to be unavailable (for example, on vacation), the manager can authorize a delegate to complete his or her tasks during the absence.*

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## **Manager Delegation Procedure**

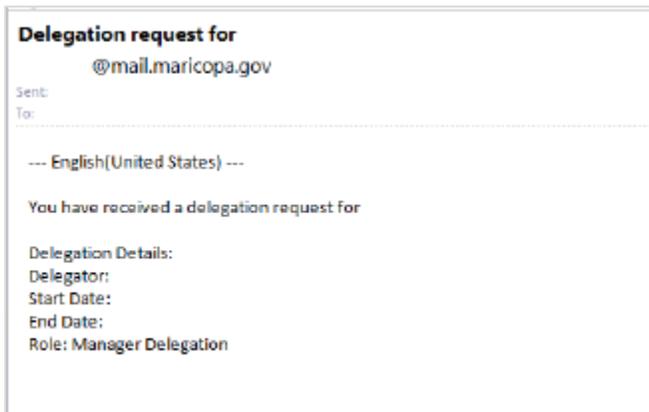
Manager Delegation allows a manager (anyone with direct reports) to appoint someone in their absence to approve timecards, time off requests, etc. for the employees that report to them. Managers can only delegate to another manager or a department timekeeper. A signed delegation request needs to be submitted to County Payroll. Delegation forms can be signed by any authorized signer in lieu of the manager if they are out of the office.

At this time, only County Payroll will have the ability to add, delete, or change a delegation, therefore all requests must be sent to County Payroll. Once you have completed the Manager Delegation Form it can be faxed, scanned, or hand delivered to County Payroll at 301 W. Jefferson, Suite 220 to the attention of your department's Payroll Specialist. The payroll fax number is 602-372-8722.

**Delegator** - Manager/supervisor/timekeeper assigning to a designated employee(s) approval authority for timecards and time off requests in their absence for a specific period of time. The delegation will not be made on a permanent basis and must be not more than 3 months out if on LOA. Please tell us that the manager is out on a leave of absence (LOA).

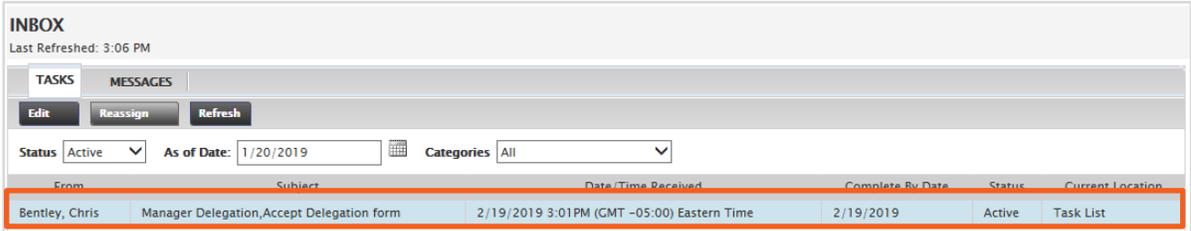
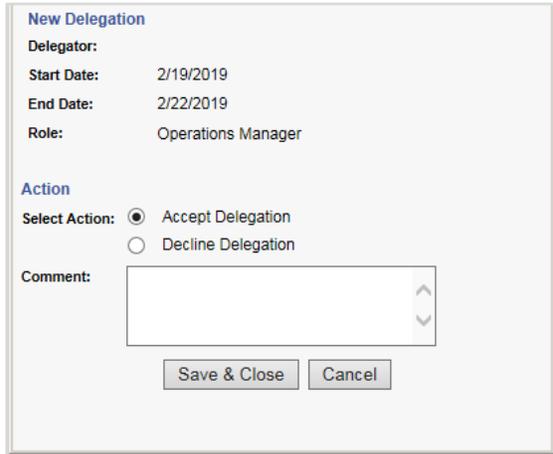
**Delegate** - An employee that has been assigned timecard/time off request approval in the absence of another manager/ supervisor for a specific period of time. The delegate must have direct reports or be a timekeeper in order to be able to accept the delegation process.

Both the delegator and the delegate will receive email notice via Outlook (sample listed) that they have received a delegation request. Please note this does not complete the delegation process; you will still need to go to your eTime (Timekeeper Access link) inbox to accept the delegation.



## Accept or Decline a Manager Delegation Request

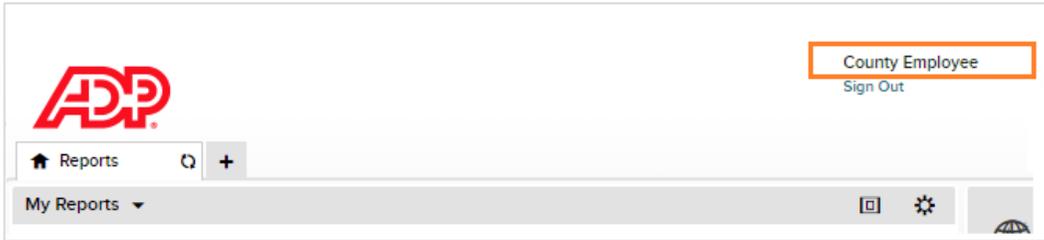
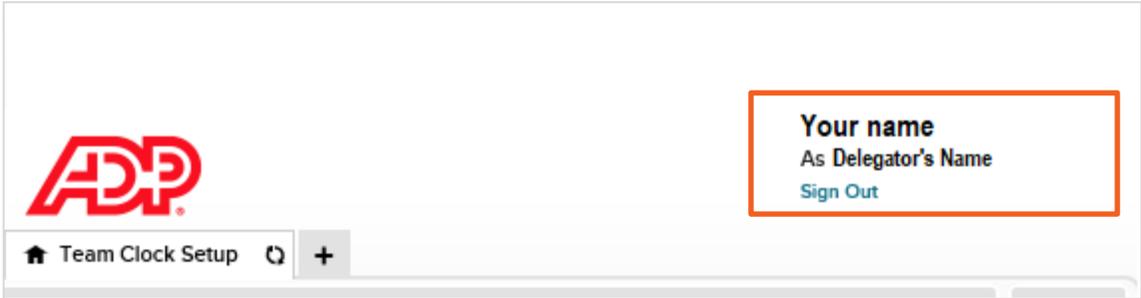
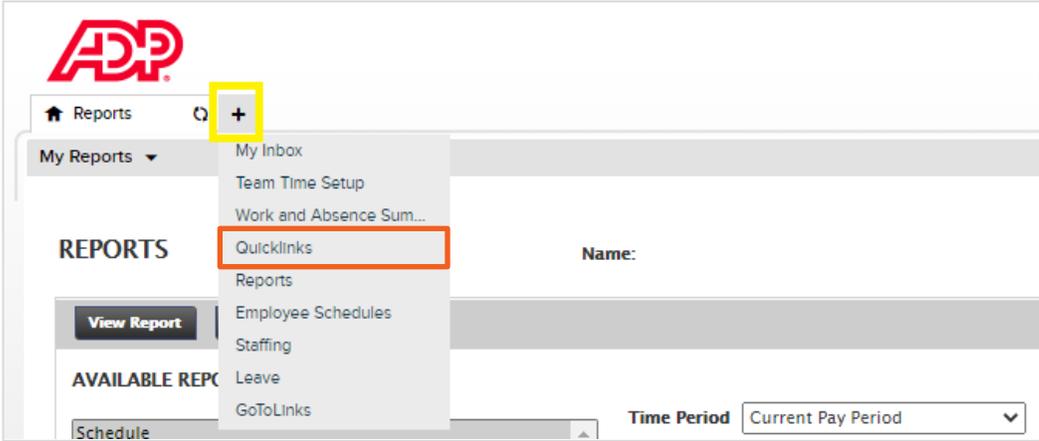
Note: If the delegate does not respond to the delegation request within three days, a notification message is sent to the delegator.

Step	Action
1	<p>Log into the ADP Portal and click the Timekeeper Access link:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p><b>Timekeeper Access - <a href="#">click here</a></b></p> </div>
2	<p>You will see your Inbox, which includes <i>Tasks</i> and <i>Messages</i>. Under Tasks, you will see the delegation request:</p>  <p>The screenshot shows an Outlook inbox with a task delegation request highlighted in red. The task is from Bentley, Chris, with the subject 'Manager Delegation, Accept Delegation form', received on 2/19/2019 at 3:01 PM (GMT -05:00) Eastern Time, with a completion date of 2/19/2019, status of Active, and current location of Task List.</p>
3	<p>Click <b>Accept Delegation</b> or <b>Decline Delegation</b>:</p>  <p>The screenshot shows the 'New Delegation' form in Outlook. The delegator is Chris Bentley. The start date is 2/19/2019 and the end date is 2/22/2019. The role is Operations Manager. Under the 'Action' section, the 'Accept Delegation' radio button is selected. There is a text box for a comment and 'Save &amp; Close' and 'Cancel' buttons at the bottom.</p>
4	<p>Click <b>Save &amp; Close</b>.</p> <p>After you accept/decline the delegation both you and the delegator will receive another email via Outlook stating that you have accepted/declined the delegation. You will then need to sign out of eTime and sign back in to eTime to switch roles.</p>

**Perform Tasks as a Delegate**

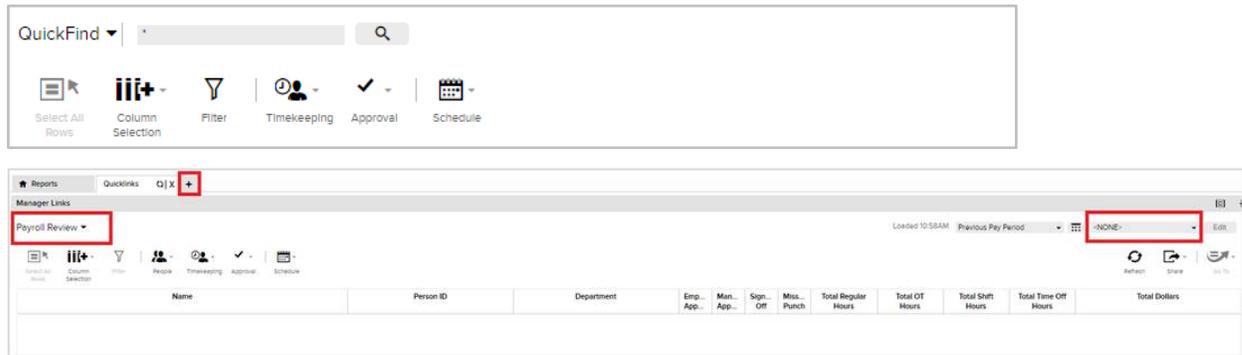
After you have approved a delegation request, you will have the option to act as that person. This will be displayed on the first day of the delegation period.

*Note: If you approved a manager delegation request for the current day, you must log off and log on again to access this option.*

Step	Action
1	<p>Once you are logged into the Timekeeper Access link, click your name in the top right-hand corner</p> 
2	<p>You will see the name of the delegator. Select the name of the manager whose tasks you wish to complete:</p> 
3	<p>You are now able to access that manager's widgets, menu options, and employees.</p>
4	<p>Click the plus sign to open a new workspace, then select Quicklinks:</p> 

From there, you can use Quicknav to search for an employee, or can select Payroll Review, then select the hyperfind for "All Home and Transferred In" to view delegated employees and approve timecards.

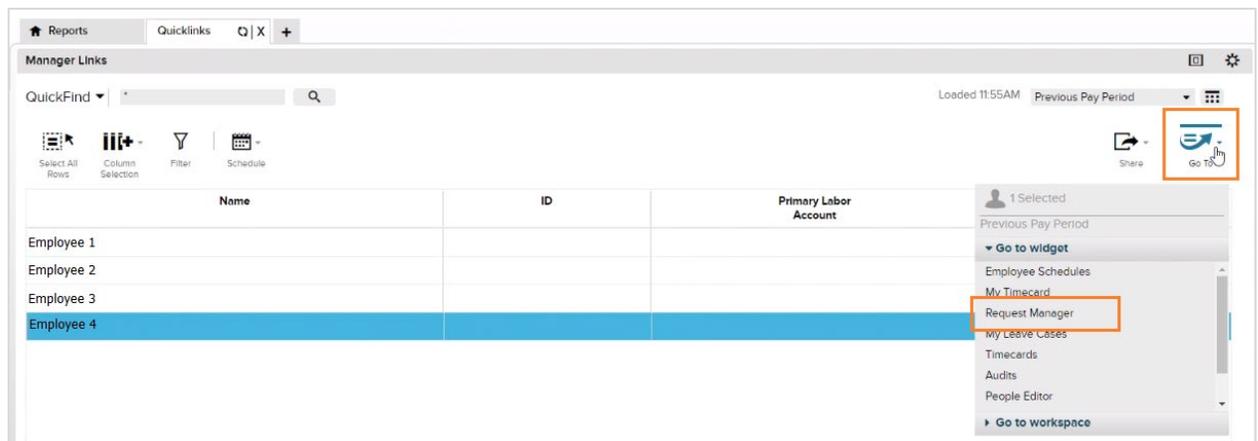
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[Click here](#) to review Timekeeper user guides.

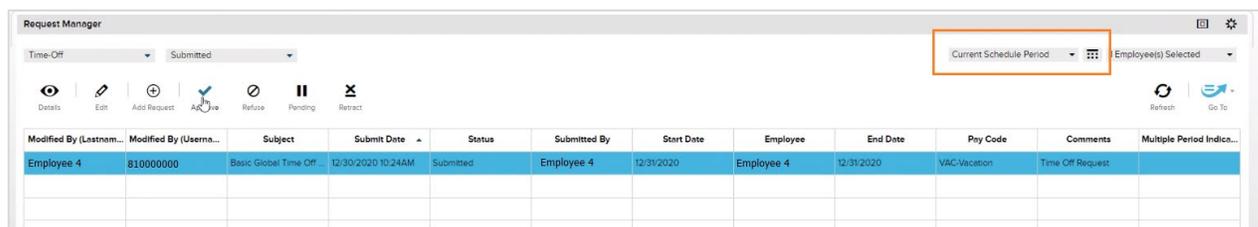
To approve a time-off request, select an employee, then click "Go To" and select Request Manager:

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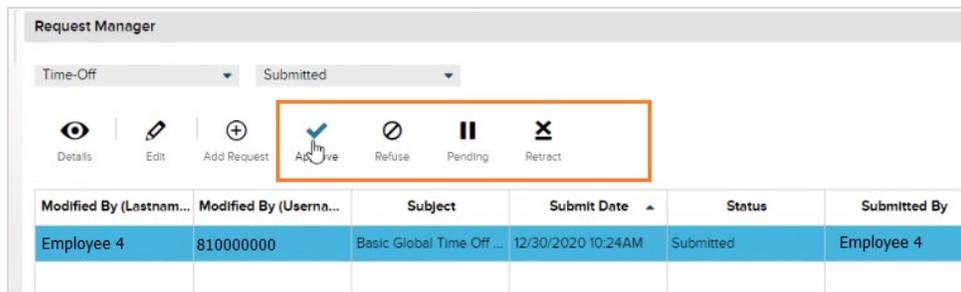
Toggle the filters to view the request. The date filters must include the date(s) the employee is requesting off:

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Once you have located the request, select it, then use the icons to respond to the request:

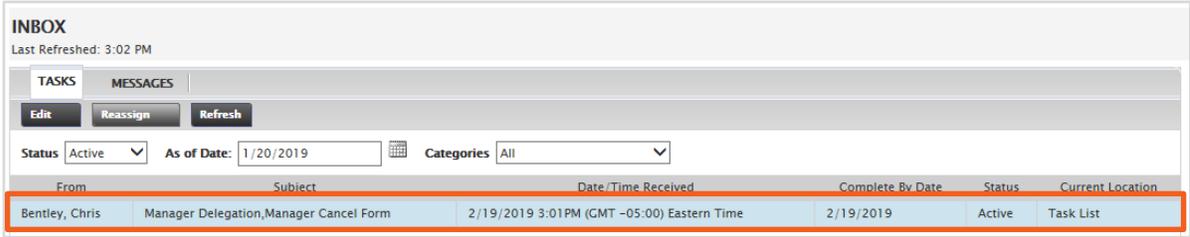
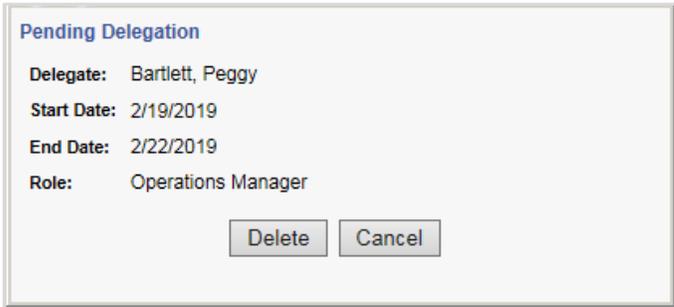
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## Delete a Manager Delegation Request

A time may arise when you need to delete a manager delegation request that has not been approved by the delegate.

*Starting Point: Inbox/Tasks*

Step	Action
1	<p>Double-click the appropriate delegation request. The <i>Delete Pending Delegation</i> window will open:</p>  <p>The screenshot shows an 'INBOX' window with a 'TASKS' tab selected. Below the tab are buttons for 'Edit', 'Reassign', and 'Refresh'. There are filters for 'Status' (Active), 'As of Date' (1/20/2019), and 'Categories' (All). A table below lists tasks with columns: From, Subject, Date/Time Received, Complete By Date, Status, and Current Location. The first row is highlighted with a red border: Bentley, Chris   Manager Delegation, Manager Cancel Form   2/19/2019 3:01PM (GMT -05:00) Eastern Time   2/19/2019   Active   Task List.</p>
2	<p>Click Delete:</p>  <p>The screenshot shows a 'Pending Delegation' dialog box. It contains the following information: Delegate: Bartlett, Peggy; Start Date: 2/19/2019; End Date: 2/22/2019; Role: Operations Manager. At the bottom, there are two buttons: 'Delete' and 'Cancel'.</p>