



Delegate Timecard Approval to another Manager

Scope:

The purpose of these guidelines is to provide best practices around the delegation of approvals of Time and Labor (timecard approval) within the myHR system for biweekly employees. The delegation of approval enables a manager to allow another manager to approve specific tasks normally performed by the manager.

Guidelines:

1. Delegation of approvals should only be used by a manager when he/she will be absent from work for any reason and will be unable to perform the approval actions.
2. Delegation of approvals should only last for the duration of the absence
 - a. Delegation of approval should not extend beyond 30 days.
 - b. Managers should contact HR to discuss absences extending beyond 30 days.
3. Delegation of approval should not be given to a person lower in the management hierarchy (i.e. a direct report, or person who reports up to him/her through subordinate managers). Delegation of approval of timecards and absence management to an employee lower in the management hierarchy will allow the employee to approve his/her own timecard and absence request.

Procedure: Time & Labor – timecard approvals

1. The manager will log on to myHR and navigate to the 'Roles and Delegations' page.
2. On the 'Roles and Delegations' page the manager will click the plus/add button under the 'Delegate Approvals to Others'
3. Manager will determine a name of the rule and designate the time period covered.
4. In 'category' manager will select 'Time and labor'
5. In 'delegate to' search for the manger by netId
6. Select manager and click 'OK'
7. Click 'OK'
8. Click 'Save'