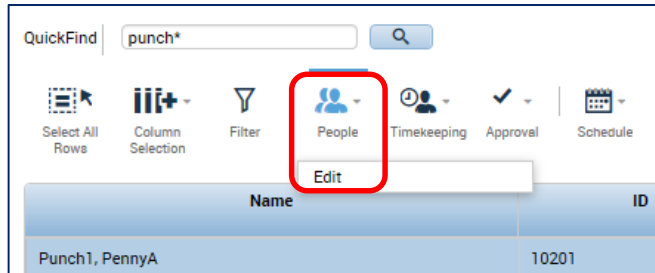


Delegate Manager Setup (Permanent Delegation)

This process is used to grant a non-manager the permanent ability to complete managerial functions for specified manager(s). It should **only** be used for **permanent delegation**.

NOTE: For **temporary delegation coverage**, such as leave time with a specific end date, the Manager Delegation process should be used. This is accessed from **Related Items>Temporary Delegation**.

1. From **Reconcile Timecard View** or **Related Items>Quickfind**, select the name of the person to be designated as the Delegate Manager.
2. Choose **People>Edit** from the menu.



3. From the **People Editor>Person** tab, select the **Additional Information** link.
4. In the **Manager Access Group** field, key the Employee ID number(s) of the manager(s) whose employees are being delegated.

Additional Information	
Current or Arrears	Arrears
OT or Comp	Comp
Lunch Length	60
Schedule Type	8
Approver ID	45345
Manager Access Group	12345,67890,23456

NOTE: More than one ID may be entered, but no more than 11 are allowed. The ID(s) should be entered in the format below, with a comma separating each number and no spaces.

Example: 12345,56789,90123

5. Select the **Job Assignment** tab.
6. Select the **Access Profiles** link.
7. Select **AL-Delegate Manager** from the **Function Access Profile** drop-down.
8. Click the **Save** button.

Access Profiles	
Function Access Profile:	AL - Delegate Manager
Display Profile:	AL - Employee Timestamp
Locale Policy:	<None>
Notification Profile:	Inbox Only

NOTE: These changes will not become effective until the following business day.