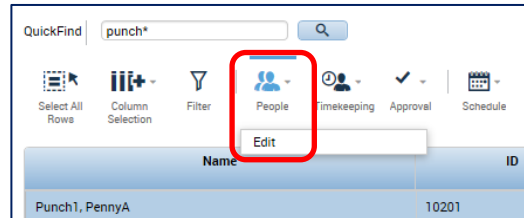


Delegate Manager Setup (Permanent Delegation)

This process is used to grant a manager or 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. For a non-manager, key the Employee ID number(s) of the manager(s) whose employees are being delegated in the **Manager Access Group** field.

For a manager, enter the manager's Employee ID in the field, as well as the IDs of any managers who currently report to him.

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.