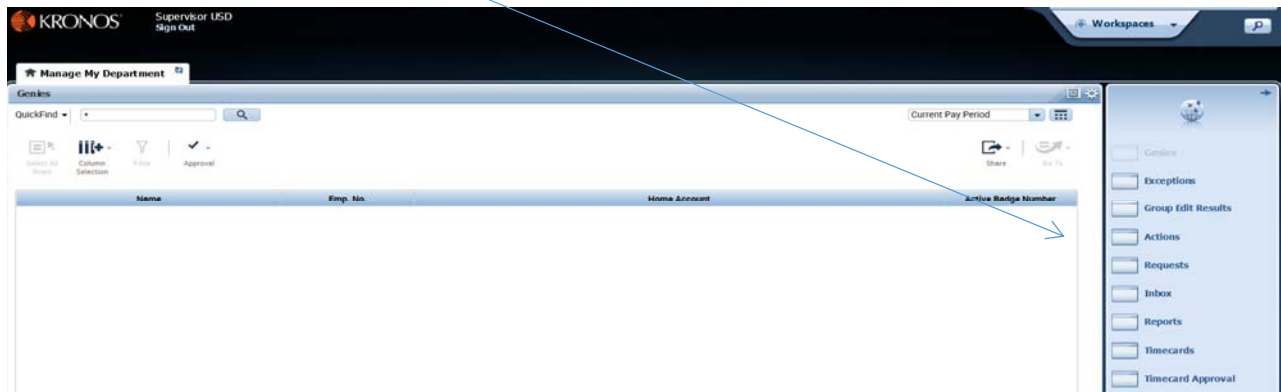
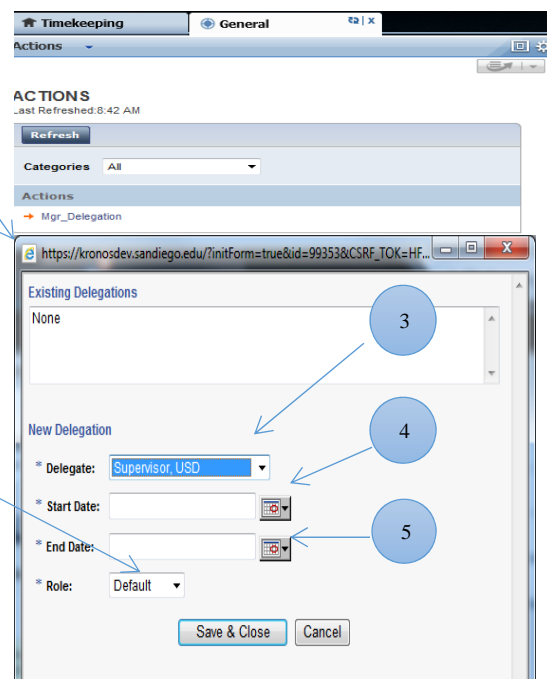


If a supervisor is not going to be available to approve timecards at the end of the pay period, he/she should **Delegate Authority** to another supervisor who can ensure that the timecards are completed, approved, and submitted to payroll.

1. Click on **Actions**.



2. Click on **Mgr\_Delegation**.
3. This will open the **Delegation** window. Select the supervisor you would like to give authority to from the **Delegate** dropdown menu.



4. Select a **Start Date**.
5. Select an **End Date**.
6. Click **Save & Close**.
7. Your **Inbox** will appear showing you have sent the request to the designee.

