



Ysleta Independent School District

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# **How to Delegate**

## EmpCenter Training

February 2016



## Delegation Information

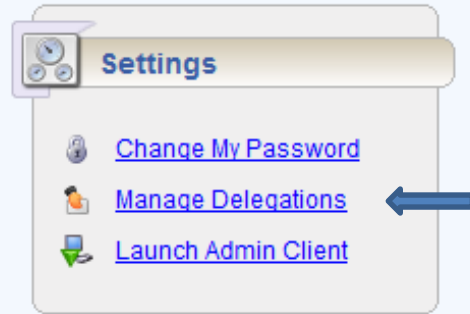
- Timekeepers are delegated by the person who wants them to “work for” them. This is controlled by the Supervisor – not the position of the employees involved.
- Every supervisor needs at least one backup!
- Every supervisor should delegate to *their* supervisor.
- Delegation does not “pass the baton” – it means you all have access simultaneously
- When a position is vacated, the delegation ends. Have a plan in place before resignations are final.



## Delegating Authority

All Supervisors should have at least one back up. If you are going on vacation or sick leave, you must delegate your review and approval authority to someone else in your absence. Employees' time sheets must be approved in order to process a payment.

Always delegate to your immediate supervisor, your backup peer, and your timekeeper



1



2




# Delegating Authority

**Enter Search Criteria**

Group Description:

*You may use \* as a wildcard. For instance, ab\* would match abc or abbey.*

Just click on “search” and your list and any list that has been given to you with “allow delegation” will appear below

 **Choose Delegate Options**

Assignment Group	Role to Delegate	Effective Date	End Effective Date	Allow Re-delegation
<input type="checkbox"/> KATHLEEN TURNER's Employees (6)	Supervisor Group <input type="button" value="v"/>	08/26/2015	09/02/2015	<input type="checkbox"/>



# Delegating Authority

**Choose Delegate Options**

Assignment Group	Role to Delegate
<input checked="" type="checkbox"/> KATHLEEN TURNER's Employees (6)	Supervisor Group ▼ Supervisor Group Timekeeper Group

Cancel

Click on the box in front of your name

Select the “role” as appropriate for the person you are delegating to. The Timekeeper should get “timekeeper group”. Your back up peer approver and your supervisor should get the “supervisor group”.



# Delegating Supervision

Effective Date	End Effective Date	Allow Re-delegation
08/26/2015	09/02/2015	<input type="checkbox"/>

Next

1 2 3

1. The effective date is always today
2. The end effective date defaults to 7 days from today – be sure to change this date to your desired future end date
3. If you check the “allow re-delegation” box, the person you are delegating to can decide to “pass the buck” and delegate to someone else
4. Then hit NEXT



# Delegating Supervision



**Search for Delegation Recipients**

User ID:  ←

First Name:

Last Name:  ←

Max Results:

You may use \* as a wildcard. For instance, ab\* would match abc or abbey.

Enter the name or ID of the person you wish to delegate to.

Timekeepers will be listed twice – once without a TK in their name as the employee and once with TK in their name as timekeeper role.

Make sure you delegate to the one with TK in the name.



# Delegating Supervision

**EmpCenter** 9.7.0.4 Home Help ▾ Delegate

**Search for Delegation Recipients**

User ID:

First Name:

Last Name:

Only those who can receive one of the selected roles will be shown.

Max Results:

*You may use \* as a wildcard. For instance, ab\* would match abc or abbey.*

**Search Results**

Name	Last Name
<input type="radio"/> Jackson, AndrewTK	Jackson

Once your list appears, click on the circle in front of the name of the person you are choosing.

Then click on the word Select on the top right.





# Delegating Supervision

## Status Message

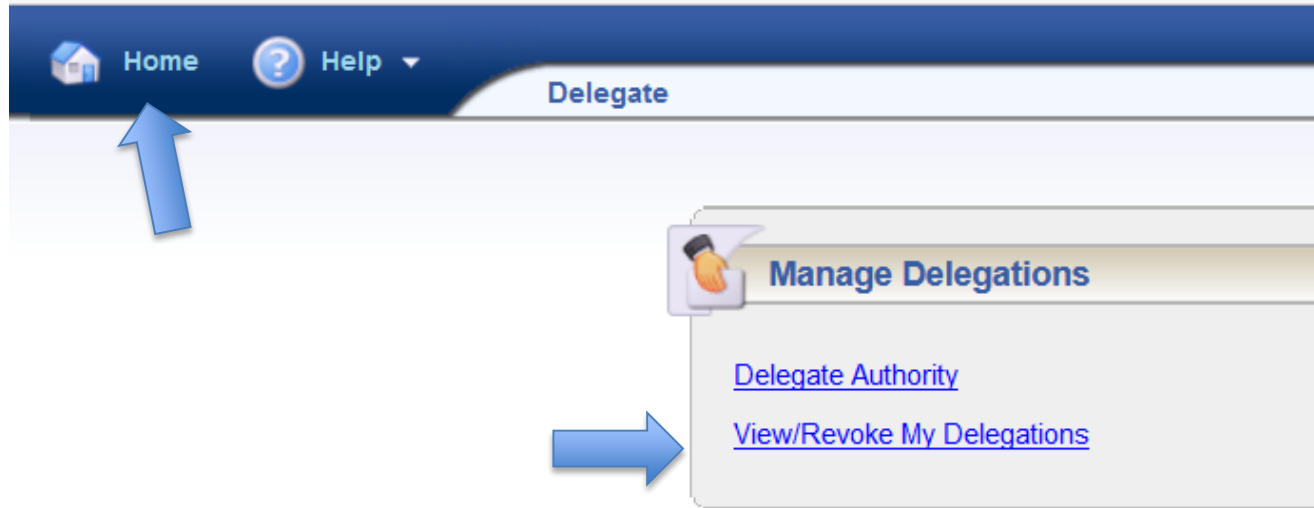
Role(s) successfully delegated to user Jackson, AndrewTK  
Role Supervisor Group on assignment group KATHLEEN  
TURNER's Employees (6)

Continue

Click on continue to return to  
Manage Delegations screen



# Delegating Supervision



Click on View/Revoke My Delegations to see what was done or click on Home to go back to Dashboard Home.



# Review / Revoke Delegation

Delegate

Selecting View/  
Revoke Delegation  
will bring you back  
to this screen.

Just click on search  
or hit the enter key  
to continue


**Enter Search Criteria**

Group Description:

First Name:

Last Name:


User ID:

As Of Date:  
 

You may use \* as a wildcard. For instance, ab\* would match abc or abbey.



## Review / Revoke Delegation

 **Delegations**

Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	Role After Delegation	My Current Role	Actions
KATHLEEN TURNER's Employees	DESANTIAGO, MARIATK	05/08/2015	05/07/2015	Timekeeper Group	Supervisor Group	Supervisor Group	Nothing to revoke.
KATHLEEN TURNER's Employees	Jackson, AndrewTK	04/01/2016	04/08/2016	Supervisor Group	Supervisor Group	Supervisor Group	Revoke
KATHLEEN TURNER's Employees	MORALES, RICHARD	08/26/2015	08/25/2015	Supervisor Group	Supervisor Group	Supervisor Group	Nothing to revoke.
KATHLEEN TURNER's Employees	Turner, Kathy PA	04/19/2012	06/30/2050	Supervisor Group	Supervisor Group	Supervisor Group	Revoke
KATHLEEN TURNER's Employees	ZALACE, EDITH E	04/19/2012	01/01/2050	Supervisor Group	Supervisor Group	Supervisor Group	Revoke

[Back](#)

Here you see all current and past delegations. You Revoke by clicking on the word “Revoke” to the far right of the row. If all delegations are still valid and accurate, click on the “back” button to return to the manage delegation screen. Then Home to return to the Dashboard.