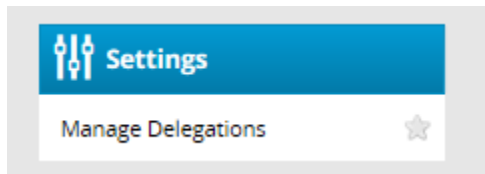
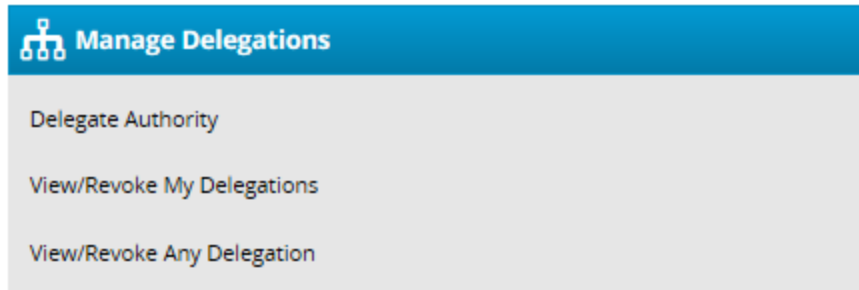


Delegate Process

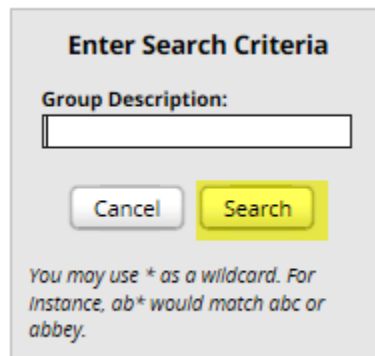
1. On your TimeTrack home screen select 'Manage Delegations'.



2. Select 'Delegate Authority'



3. Select the 'search' button.



4. Select the check box next to your employees, ensure the role to delegate shows 'manager group', and change the effective dates.

Choose Delegate Options				
Assignment Group	Role to Delegate	Effective Date	End Effective Date	Allow Re-delegation
<input checked="" type="checkbox"/> Anna Sthesia's Employees	Manager, Group	12/11/2018	12/18/2018	<input type="checkbox"/>

5. Select 'next' at the bottom.

6. If you know who you're going to delegate your time to enter the name in the search box and select 'search'.

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.*

7. Select the bubble next to their name and hit 'select'.

Search Results

Name	First Name
<input checked="" type="radio"/> Thegrass, Moe	Moe

8. The delegation process is complete once you see the below print screen.

Status Message

Role(s) successfully delegated to user Thegrass, Moe
Role Manager, Group on assignment group Anna
Sthesia's Employees