

## TimeTrack Delegation Guidelines

Supervisors are responsible for reviewing, editing, and approving their employee's timecard. If a supervisor is temporarily unable to fulfill this role the responsibility can be delegated to another supervisor or manager.

### Choosing a delegate

When choosing a delegate for TimeTrack timecard approval, keep in mind that:

- The delegate must be a supervisor or manager at your level or higher.
- The delegate must understand how to review, edit, and approve timecards.
- The delegate must have first-hand knowledge of the accuracy of employee timecard information.
- You must make the delegate aware that they are taking on your timekeeping responsibilities temporarily and clarify with them the period of time you are delegating the responsibility to them.

Responsibilities delegated to a TimeTrack delegate include ensuring that all employees delegated to them:

- Accurately enter their leave taken and hours worked.
- Following up with employees who have not completed their timecards and making edits where necessary.
- Reviewing and verifying completed timecards for accuracy and completeness.
- Approving completed timecards no later than the payroll due date.
- Approving Time off Requests within the pay period.

### Delegating when an emergency or unexpected need to delegate arises

If you unexpectedly need to designate a delegate and do not have access to the system you have the option to follow the steps below and human resources will assist you:

- Send the HRHelpline an email at [HRHelp@peoples-gas.com](mailto:HRHelp@peoples-gas.com) or if you do not have access to email you can reach out to your manager and have them send an email requesting delegation.
  - Include who you are delegating to and the timeframe.
- An HR Representative will delegate your employees to the designated person. Keep in mind that the person must be at the same level or above. (Ex. Supervisor to Supervisor or Supervisor to Manager).

Please remember to review your delegation(s) when you return to work. You can revoke a delegation at any time, for example, if you come back from leave early you can revoke delegation effective immediately.