



UNIVERSITY OF
CENTRAL
MISSOURI®

UKG Ready (Kronos)
Supervisor/Approver Guide

Ensuring the accuracy of your employees' time reporting is a key responsibility of being a supervisor.

This guide will walk you through the process of approving time entries for both hourly and exempt employees, as well as approving and editing timesheets as needed.

All UCM employees must submit Time Off Requests to their supervisors for all time off. The supervisor then approves or rejects the time off requests.



The UKG Ready Mobile application

If an employee needs access to the UKG Mobile App for clocking purposes because they are working off-campus, the supervisor will need to contact their HR partner to obtain additional information on the "Exception" request process for using the UKG Ready Mobile Application.

The UKG Ready mobile app is unavailable to UCM employees unless they have an exception request.

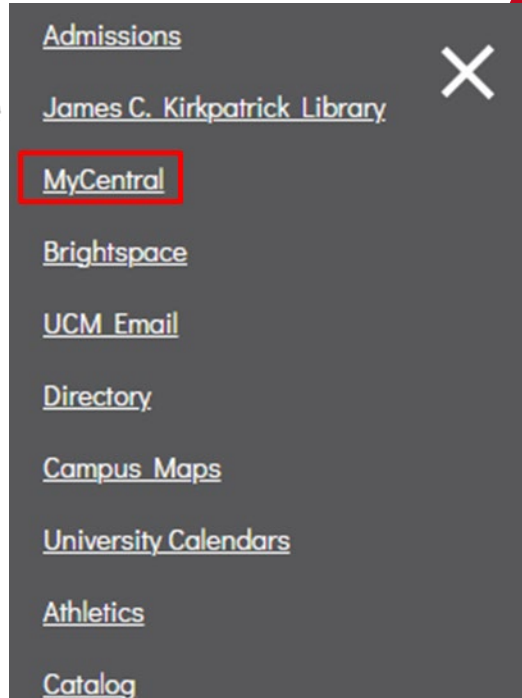


UKG Ready can be accessed via a desktop/laptop browser

- Open a browser, and in the URL area, type “ucmo.edu”
- Next, you will need to navigate to MyCentral.
- At the top right of the UCM home page, you will see these 4 icons, select “Campus Links”:

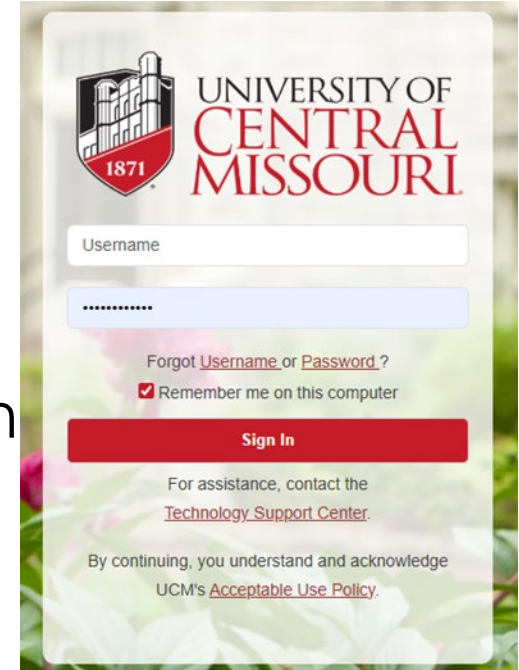


- Next, you will see the following:
- Select “My Central”

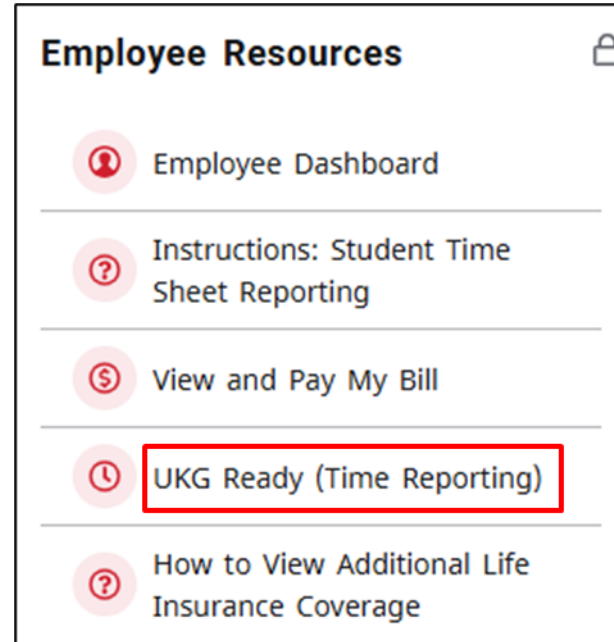


Next you may see the Single Sign on page.

Sign in with your network login and password:



- Now that you are in MyCentral, on the Employee Resource card, select:
UKG Ready
(TimeReporting)



Once in the system, your default view should look similar to the one below:

The screenshot displays the user interface of the University of Central Missouri system. At the top, a dark red header contains the university logo, the name "UNIVERSITY OF CENTRAL MISSOURI", the time "02:55 PM (Central)", a search bar, and user initials "AC". Below the header, a white banner features a "Welcome back, A" message and a "Today's Tasks (3)" button. A navigation bar includes "Team", "Home", and a settings icon. The main content area is divided into several sections: "My Team Timek...", "Reports", "My Information", and "My Time". On the left, a "Links" sidebar lists "My HR", "Delegations", and "My Reports". The central "My mailbox" section shows "My To Do Items" with a "1 of 1" indicator and a "Select all (0/0)" checkbox. The right "My saved reports" section includes filters for "Default", "Others' Settings", and "Columns (1)", along with a table header for "Saved As Name" and "Description".

First, let's go over the steps to approve the time entries for your hourly employees (if you have hourly employees). Hover over the "My Team Timekeeping" icon, and you will see the options to the right.

Select "All Time Entries"

The screenshot shows a user interface with a dark red header. On the left, a navigation menu is visible with sections: "Links", "My HR" (containing "Delegations"), "My Reports" (containing "My Saved Reports", "Time Reports", "Calculated Time", and "Calculated Time Summary"), and a settings gear icon. On the right, a "My Team Timekeeping" dropdown menu is open, listing: "All Time Entries", "All Current Timesheets", "All Timesheets By Pay Period", "Time Off Requests Pending Approval", and "All Time Off Requests". The header also displays "Welcome back, A" and "Today's Tasks (3)".



You will now see the “All Time Entries” screen. Here you will see the time entries for your hourly employees. In this example, the supervisor only has one hourly employee. You can see the date of the time entry, and the Status is “New” because they haven’t been reviewed yet.

UNIVERSITY OF CENTRAL MISSOURI 03:11 PM (Central)

Time > Timesheets




← All Time Entries

Current view | 2 | Timesheet Dates: Today | Show My Timesheets Only

<input type="checkbox"/>	Employee Id	First Name	Last Name	Date	Status	Location Full Path
<input type="checkbox"/>	700	C	P	11/07/2025	New	Warrensburg
<input type="checkbox"/>	700	C	P	11/07/2025	New	Warrensburg

Because both of the time entries are from the same day, you can review them both on the employee's timesheet before approving. Select the boxes on the far left. Then, click on the icon immediately to the right, which resembles a piece of paper and a clock. This will take you to the employee's timesheet.

← All Time Entries

Current view ▾ |  2 |  Timesheet Dates: Today | Show My Timesheets Only 

<input checked="" type="checkbox"/>	Employee Id ▾	First Name ▾	Last Name ↑ ▾	Date ▾	Status ▾	Location Full Path
<input checked="" type="checkbox"/>	700	C	P	11/07/2025	New	Warrensburg
<input checked="" type="checkbox"/>	700	C	P	11/07/2025	New	Warrensburg

A few things to note when viewing the employee's timesheet: you can see the entire time period, the days and times that the employee worked, and you can also see the time period and the “Worked Hours” for the week. For this example, we are reviewing Friday, the 7th. We see his clocked times, and the calculated hours for the day are 8.00 hours, so this is correct.

Time > Timesheets

← Timesheet Edit


CP C | November 01, 2025 - November 15, 2025 | Open

Time Entry | Exceptions | Calc Detail | Calc Summary | Counters | Summary By Day | More Tabs (1)


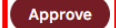


40.00 hrs Worked Hours | **0.00 hrs** Time Off Hours | **0.00 hrs** Overtime Hours




Date	Start Time	End Time	Rate	Hours	Day	Location	Phone
FRI Nov 7	05:53 am	10:30 am	4.62	4.50	FRI Nov 7	Warrensburg	600385/999001-Custo
	10:58 am	02:30 pm	3.53	3.50	FRI Nov 7	Warrensburg	600385/999001-Custo
	From am	To am	0.00	0.00	FRI Nov 7	Warrensburg	600385/999001-Custo
			8.15 hrs	8.00 hrs			





Scroll back to the top of the timesheet and select the left arrow to take you back to the time entries page:  **Timesheet Edit**

Now that we know that the time entries are correct, again, select the boxes on the left, and you will notice the greyed-out “Approve”, “Reject”, and “Reset” buttons on the top right will no longer be greyed out, and can be selected. Select “Approve”

← All Time Entries  |   

Current view |  2 |  Timesheet Dates: Today |  Show My Timesheets Only

<input checked="" type="checkbox"/>	Employee Id	First Name	Last Name	Date	Status	Location Full Path	Department & Position Full Path	Suffix Full	
<input checked="" type="checkbox"/>	 700	C.	P.	11/07/2025	New	Warrensburg	600385/999001-Custodian	00	...
<input checked="" type="checkbox"/>	 700	C.	P.	11/07/2025	New	Warrensburg	600385/999001-Custodian	00	...

Now the screen looks the same, but the status has changed from “New” to “Approved”

← All Time Entries



Approved 2 time entries.

Current view ▾

2

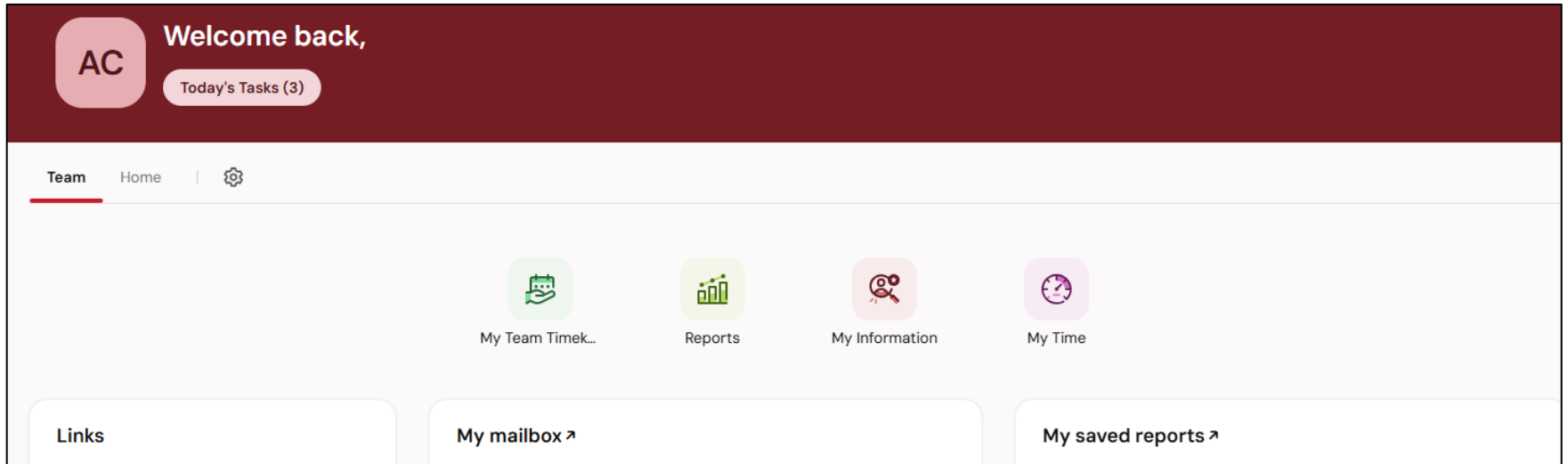
Timesheet Dates: Today

Show My Timesheets Only ⊗

<input type="checkbox"/>	Employee Id ▾	First Name ▾	Last Name ↑ ▾	Date ▾	Status ▾	Location Full Path ▾
<input type="checkbox"/>	700	C	P	11/07/2025	Approved	Warrensburg
<input type="checkbox"/>	700	C	P	11/07/2025	Approved	Warrensburg
Page Total						



Select the back arrow in the upper left to exit the time entries screen and return to the “Main Page”:



Time-off Requests – All employees must submit a time-off request for any time off.

While the steps are the same to approve Time-Off, there are differences at the end of the pay period between exempt and nonexempt employees' timesheets.

Exempt – If all Time Off Requests have been submitted and approved during the pay period, or if no time was taken, **no action is required** from the supervisor. The system will automatically submit the timesheet the day after the pay period ends.

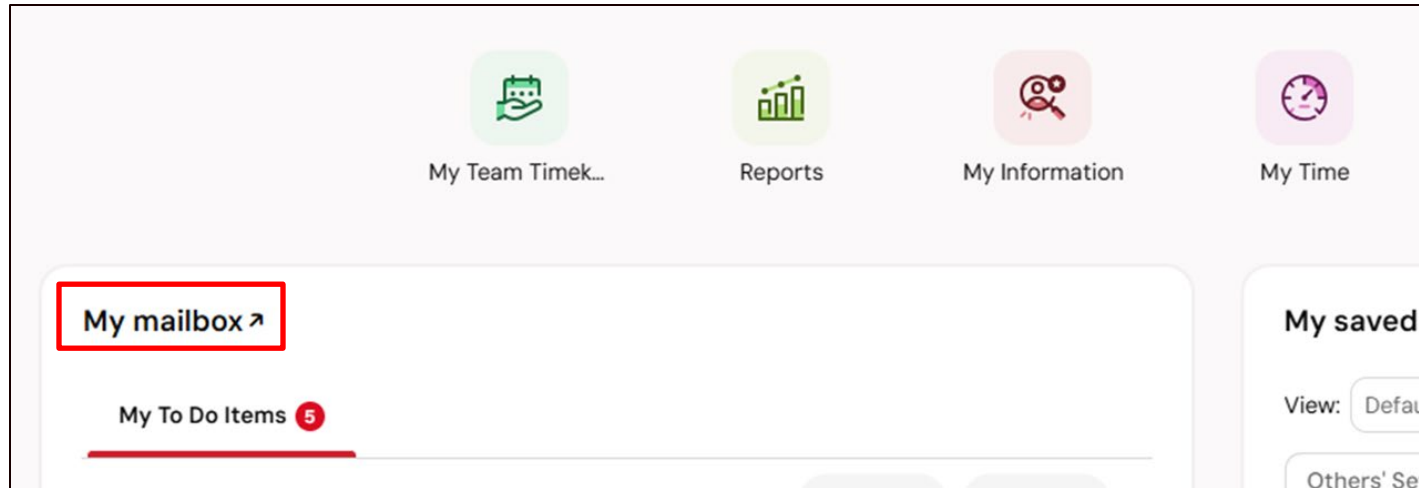
Non-Exempt – All Time Off Requests must be submitted and approved during the pay period. Also, all daily time entries must be approved and submitted, which will be covered in the following slides.



Time-off Requests – All employees must submit a time-off request for any time off.

The steps to this process are the same for both exempt and hourly employees.

Requests must be viewed, then approved or rejected. To do this, **click on the words “My Mailbox ” to expand that area.**



This will now give you the best view of “My To Do Items”.

We can see there are two time-off requests from Peter Parker.

The top request is highlighted, and in the details of the request, you can see he is requesting 2 days of Vacation from 15 December to 16 December, and the total hours requested off.

Approve/Reject Time Off Request
Peter Parker
Vacation
Created 10/18/2025 08:56 pm

Approve/Reject Time Off Request
Peter Parker
Sick Leave Self
Created 10/18/2025 08:55 pm

Approve/Reject Time Off Request
Vacation

PP Peter Parker (BU0001)

[View Accrual Balances](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

Manager/Supervisor Steve Rogers Location Lee's Summit Department & Position 120010/998002-Administrative Ass

Suffix 00

Created	10/18/2025 08:56 pm	Time Off	Vacation	From	Dec 15, 2025
To	Dec 16, 2025	Consolidated Time Off Hours	16.00		

To approve the time off request, select the box to the left of his initials. In the upper right of the screen, you will see two red buttons to either 'Reject' or 'Approve' the time off request. Select the 'Approve' button in the upper right of the screen.

My To Do Items Reject Approve

Page 1 of 1 1 - 2 of 2 Rows

Select all (1/2) Saved: [System]

<input checked="" type="checkbox"/>	PP Approve/Reject Time Off Request Peter Parker Vacation Created 10/18/2025 08:56 pm
<input type="checkbox"/>	PP Approve/Reject Time Off Request Peter Parker Sick Leave Self Created 10/18/2025 08:55 pm

Approve/Reject Time Off Request

Vacation

PP Peter Parker (BU0001)

[View Accrual Balances](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

Manager/Supervisor	Steve Rogers	Location	Lee's Summit	Department & Position	120010/998002-Administrative Ass
Suffix	00				

Created	10/18/2025 08:56 pm	Time Off	Vacation	From	Dec 15, 2025
To	Dec 16, 2025	Consolidated Time Off Hours	16.00		

A box will appear, confirming that you want to approve this time-off request. Select 'Approve'

Are you sure you want to approve this Time Off?


PP Peter Parker

Date	Amount	Time Off
Dec 15 - Dec 16, 2025	16.00 hrs	Vacation

Comment

Cancel Approve

A confirmation box will appear, confirming that the time off request was successfully approved. The person who submitted the time off will get an email letting them know it was approved.

 **Completed**
Time Off request has been successfully approved

OK

You are then returned back to 'My To Do Items'. Note that there is only one request left. Peter has also requested a single future day of "Sick Leave", December 10th. For this example, we will reject this time off request to show you the process.

PP Approve/Reject Time Off Request
Peter Parker
Sick Leave Self
Created 10/18/2025 08:55 pm

Approve/Reject Time Off Request

Sick Leave Self

PP Peter Parker (BU0001)

[View Accrual Balances](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

Manager/Supervisor	Steve Rogers	Location	Lee's Summit	Department & Position	120010/998002-Administrative Ass
Suffix	00				


Created	10/18/2025 08:55 pm	Time Off	Sick Leave Self	Date	Dec 10, 2025
Total Hours	8.00				

To reject this time off request, select the box to the left of his initials.
In the upper right of the screen, For this example, select 'Reject'.

← My To Do Items Reject Approve

Page 1 of 1 1 - 1 of 1 Rows


Select all (1/1) Saved: [System]



PP Approve/Reject Time Off Request
Peter Parker
Sick Leave Self
Created 10/18/2025 08:55 pm

Approve/Reject Time Off Request

Sick Leave Self

PP Peter Parker (BU0001) 

[View Accrual Balances](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

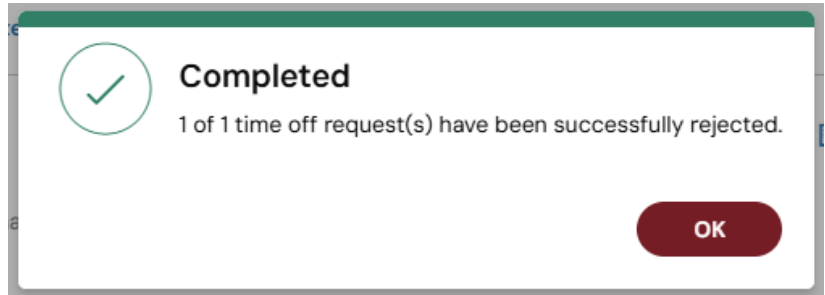
Manager/Supervisor	Steve Rogers	Location	Lee's Summit
Department & Position		120010/998002-Administrative Ass	
Suffix	00		
Created	10/18/2025 08:55 pm	Time Off	Sick Leave Self
Date	Dec 10, 2025		
Total Hours	8.00		

A box will appear, confirming that you want to reject this time-off request. When you reject a time off request, a comment is required. Enter reason for rejecting the request, select 'Reject'



The screenshot shows a dialog box titled "Reject Time Off Request(s)?" with a close button (X) in the top right corner. Below the title, it says "You are about to reject time off request(s)." There is a text input field labeled "Comment *" with a red box around it. The input field contains the text "Example of rejecting a time off request." and has a small icon of a person and a speech bubble in the bottom right corner. At the bottom of the dialog, there are two buttons: "Cancel" and "Reject", with a red box around the "Reject" button.

A confirmation box will appear, confirming that the time off request was successfully rejected. The person who requested the time off will get an email letting them know it was rejected, along with the reason it was rejected.



*All Time Off Requests should be made in advance. However, sometimes exceptions need to be made. For this example, Peter Parker called in sick on Monday, 3 November. When he returns to work, he can submit a time off request himself, and the request will be sent to you for approval. This request is approved the same as other time off requests:

← My To Do Items Reject **Approve** Communicate

Page 1 of 1 1 - 5 of 5 Rows

Select all (1/3) Saved: [System] ▾

PP Approve/Reject Time Off Request
Peter Parker
Sick Leave Self
Created 11/03/2025 09:46 pm

PP Approve/Reject Time Off Request
Peter Parker
Vacation
Created 11/02/2025 11:12 pm

PP Approve/Reject Time Off Request
Peter Parker
Vacation
Created 11/02/2025 11:10 pm

PP Timesheet Change Request
Peter Parker
Cancel Time Off (Dec 15)

Approve/Reject Time Off Request

Sick Leave Self

PP Peter Parker (BU0001) 👤

[Comment](#) [View Accrual Balances](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

Manager/Supervisor	Steve Rogers	Location	Lee's Summit	Department & Position	700140/999570-Senior Programmer
Suffix	00				
Created	11/03/2025 09:46 pm	Time Off	Sick Leave Self	Date	Nov 3, 2025
Total Hours	8.00				

Next, we will go through approving/submitting time entries at the end of a pay period. They will show in your Mailbox as your “To-do Items”.

Expand this area by clicking on: **My mailbox** ↗

← My To Do Items Reject

Page 1 of 1 | 1 - 5 of 5 Rows

Select all (0/0) Saved: [System] ▾


- Approve/Reject Time Entries

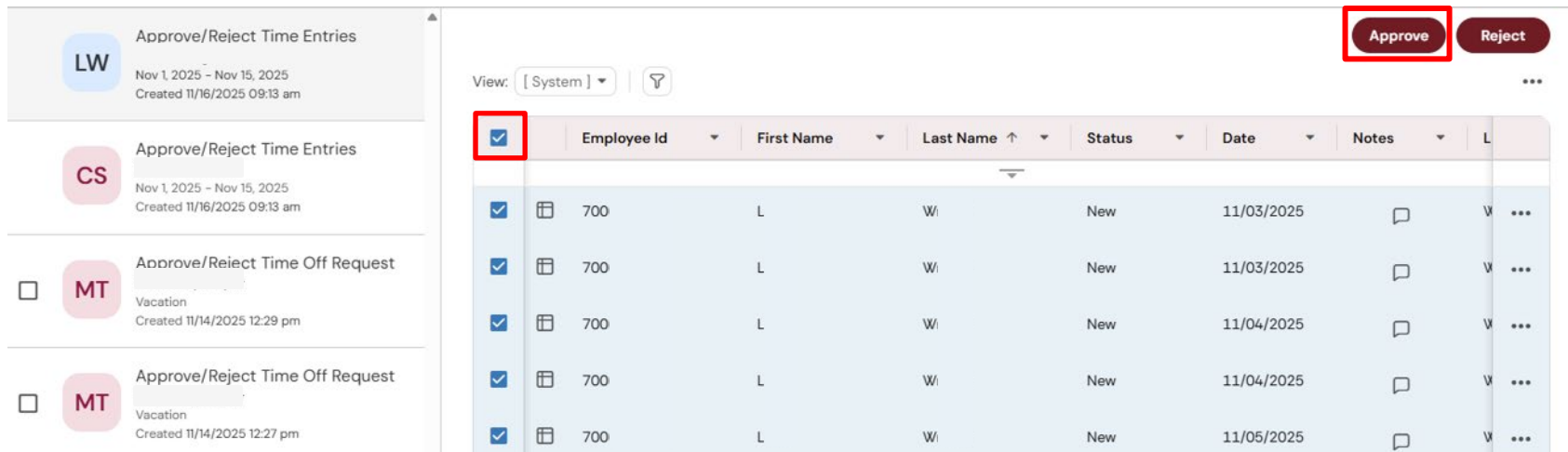
LW
Nov 1, 2025 - Nov 15, 2025
Created 11/16/2025 09:13 am
- Approve/Reject Time Entries

CS
Nov 1, 2025 - Nov 15, 2025
Created 11/16/2025 09:13 am
- Approve/Reject Time Off Request

MT
Vacation
Created 11/14/2025 12:29 pm

	Employee id	First name	Last name	Status	Date
<input type="checkbox"/>	700	L	W	New	11/03/2025
<input type="checkbox"/>	700	L	W	New	11/03/2025
<input type="checkbox"/>	700	L	W	New	11/04/2025
<input type="checkbox"/>	700	L	W	New	11/04/2025
<input type="checkbox"/>	700	L	W	New	11/05/2025

You will see all of the time entries for the first employee. You can see below that this employees time entries have not been approved, as the show a status of “New”. If you approve their time entries daily, the status will reflect “Approved”. For this employee, we will click on the timesheet icon.  You can then review their timesheet for the entire pay period. Make edits if necessary. If everything is accurate, you can select the top square, and it will select all time entries. Then select “Approve”.



Approve/Reject Time Entries
LW
Nov 1, 2025 - Nov 15, 2025
Created 11/16/2025 09:13 am

Approve/Reject Time Entries
CS
Nov 1, 2025 - Nov 15, 2025
Created 11/16/2025 09:13 am

Approve/Reject Time Off Request
MT
Vacation
Created 11/14/2025 12:29 pm

Approve/Reject Time Off Request
MT
Vacation
Created 11/14/2025 12:27 pm

View: [System]

Approve **Reject**

<input checked="" type="checkbox"/>	Employee Id	First Name	Last Name	Status	Date	Notes	L
<input checked="" type="checkbox"/>	700	L	Wi	New	11/03/2025		W ...
<input checked="" type="checkbox"/>	700	L	Wi	New	11/03/2025		W ...
<input checked="" type="checkbox"/>	700	L	Wi	New	11/04/2025		W ...
<input checked="" type="checkbox"/>	700	L	Wi	New	11/04/2025		W ...
<input checked="" type="checkbox"/>	700	L	Wi	New	11/05/2025		W ...



You can now see all of your employees, and their timesheet. Select a timesheet of an employee for a final review before approving it. It's best to select the icon that looks like a pencil, as it will allow you to make any changes to the timesheet before approving, then submitting it. You can also see the "Approval State" of the timesheets, which is currently "Open"

Time > Timesheets

< Timesheets (Current)

Current view | 2 | Date: 11/08/2025 | Show My Timesheets Only

<input type="checkbox"/>				Permission	Approval State	Employee Id	First Name	
<input type="checkbox"/>	<input checked="" type="checkbox"/>				View Only	Open	700	JL
<input type="checkbox"/>					View Only	Open	700	Ja
<input type="checkbox"/>					View Only	Open	700	M
<input type="checkbox"/>					View Only	Open	700	Ki

Below is a partial view of an hourly employee's timesheet. You can review their daily time worked, their total worked hours, time off hours, and overtime hours.

← Timesheet Edit

📄 📎 🗨️ 3 | Save Reject

KS Ki | 📅 ← October 16, 2025 - October 31, 2025 →

Time Entry | Exceptions | Calc Detail | Calc Summary | Counters | Summary By Day

72.00 hrs
Worked Hours
24.00 hrs
Time Off Hours
0.00 hrs
Overtime Hours

> Date		From	To	Raw Total	Calc. Total	In Date	Time Off	Location	Department / Position	Activities	Notes
▼ THU Oct 16	***	08:02 am	12:00 pm	3.97	4.00	THU Oct 16		Warrensburg	502100/999334-Accou	Choose...	
	***	01:00 pm	05:03 pm	4.05	4.00	THU Oct 16		Warrensburg	502100/999334-Accou	Choose...	
	+			8.02 hrs	8.00 hrs						
▼ FRI Oct 17	***	From am	To am	8.00	8.00	FRI Oct 17	Holiday	Warrensburg	502100/999334-Accou	Choose...	
	+			8.00 hrs	8.00 hrs						
> SAT Oct 18	+			0.00 hrs	0.00 hrs						
> SUN Oct 19	+			0.00 hrs	0.00 hrs						
▼ MON Oct 20	***	08:00 am	12:01 pm	4.02	4.00	MON Oct 20		Warrensburg	502100/999334-Accou	Choose...	1
	***	01:06 pm	05:02 pm	3.93	4.00	MON Oct 20		Warrensburg	502100/999334-Accou	Choose...	
	+			7.95 hrs	8.00 hrs						


If changes are required, you can make the necessary changes. **If you make any changes, you MUST select the “Save” button to save the changes.** Then select the back arrow in the upper left of the screen to take you back to the “Timesheets” page.

<	PP Peter Parker (BU0001)	Time Entry	Save	Submit	Change Request					
> Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Location	Department / Position	Activities	Notes
> SUN Nov 2	+		0.00 hrs	0.00 hrs						
▼ MON Nov 3 Salaried 8 Hour	*** e 08:00 am	e 12:00 pm	4.00	4.00	MON Nov 3		Lee's Summit	700140/999570-Senio	Choose...	
	*** e 12:58 pm	e 04:57 pm	3.98	4.00	MON Nov 3		Lee's Summit	700140/999570-Senio	Choose...	
	+		7.98 hrs	8.00 hrs						
▼ TUE Nov 4 Salaried 8 Hour	*** e 08:00 am	e 12:00 pm	4.00	4.00	TUE Nov 4		Lee's Summit	700140/999570-Senio	Choose...	
	*** e 01:00 pm	e 05:00 pm	4.00	4.00	TUE Nov 4		Lee's Summit	700140/999570-Senio	Choose...	
	+		8.00 hrs	8.00 hrs						
▼ WED Nov 5 Salaried 8 Hour	*** e 01:02 am	e 05:03 am	4.02	4.00	WED Nov 5		Lee's Summit	700140/999570-Senio	Choose...	
	*** e 07:59 am	e 12:01 pm	4.03	4.00	WED Nov 5		Lee's Summit	700140/999570-Senio	Choose...	
	+		8.05 hrs	8.00 hrs						
▼ THU Nov 6 Salaried 8 Hour	*** e 08:01 am	e 11:59 am	3.97	4.00	THU Nov 6		Lee's Summit	700140/999570-Senio	Choose...	
	*** e 01:00 pm	e 05:00 pm	4.00	4.00	THU Nov 6		Lee's Summit	700140/999570-Senio	Choose...	
	+		7.97 hrs	8.00 hrs						
▼ FRI Nov 7 Salaried 8 Hour	*** From am	To am	8.00	8.00	FRI Nov 7	Sick	Lee's Summit	700140/999570-Senio	Choose...	
	+		8.00 hrs	8.00 hrs						







Select the record again in the box on the far left, and at the top of the screen to the right, you can now select the “Approve” Button.

← Timesheets (Current)

 |   

Current view ▾ |  2 |  Date: 11/08/2025 |  Show My Timesheets Only

<input checked="" type="checkbox"/>			Permission ▾	Approval State ▾	Employee Id ↑ ▾	First Name ▾	Last Name ▾	Raw Hours ▾	# Records ▾	# Unapproved Time Entries ▾	Timesheet S		
<input checked="" type="checkbox"/>					Approve	Open	BU0001	Peter	Parker	40.00	9	9	11/01/2025
Page Total								40.00	9	9			

You can now see on the timesheet that it shows it has been approved for the current time period:

← Timesheet Edit

PP Peter Parker (BU0001)(Lee's Summit ⓘ) | 📅 ◀ November 01, 2025 - November 15, 2025 ▶ ✅ Approved 🔒

Time Entry

Extra Pay & Counter Adjustment

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

32.00 hrs

Worked Hours

8.00 hrs

Time Off Hours

0.00 hrs

Overtime Hours

✅ Approved 🔒



UNIVERSITY OF
CENTRAL
MISSOURI

The final step after reviewing and approving the timesheets is to submit them. From the “Timesheets” screen, you will now need to select the timesheet again and select “Submit”. This will submit the timesheet to Payroll for processing.

← Timesheets (Current)



[View](#) [Submit](#) [Approve](#)

Current view | 2 | Date: 11/08/2025 | Show My Timesheets Only

<input checked="" type="checkbox"/>		Permission	Approval State	Employee Id	First Name	Last Name	Raw Hours	# Records	# Unapproved Time Entries	Timesheet			
<input checked="" type="checkbox"/>					Approve	Submitted	BU0001	Peter	Parker	40.00	9	9	11/01/2025



You will see a warning that once the timesheet is submitted, you will no longer be able to make changes. Select “Submit”.
(If changes are absolutely required, reach out to Payroll as soon as possible)

Submit timesheet(s) for approval?

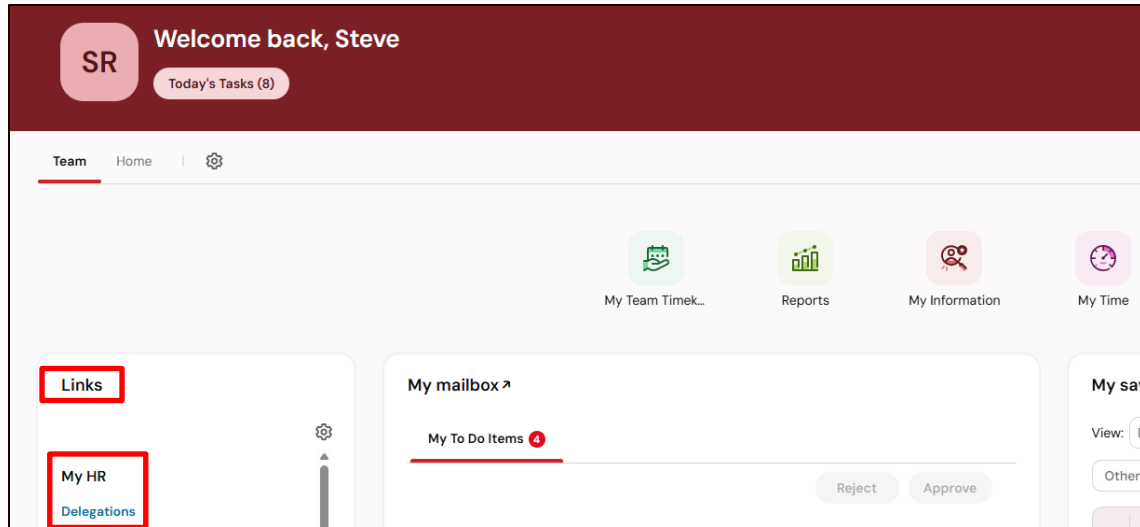
You are about to submit timesheet(s) for approval. Once timesheet(s) are submitted for approval, any further modification would not be allowed.

Comment

CancelSubmit

Delegations – formerly known as “Proxies”

If you will be on vacation or away from work for any length of time, you must set up a “Delegate” to approve time-off requests, approve time entries, and approve/submit timesheets for your employees. From the main page, on the left side in the “Links” area, select “Delegations”.



At the “Delegations” screen below, if you have any delegates set up in the system, they will be listed here. This user has no delegates yet. To add a delegate, in the upper right corner, select “Add New”.

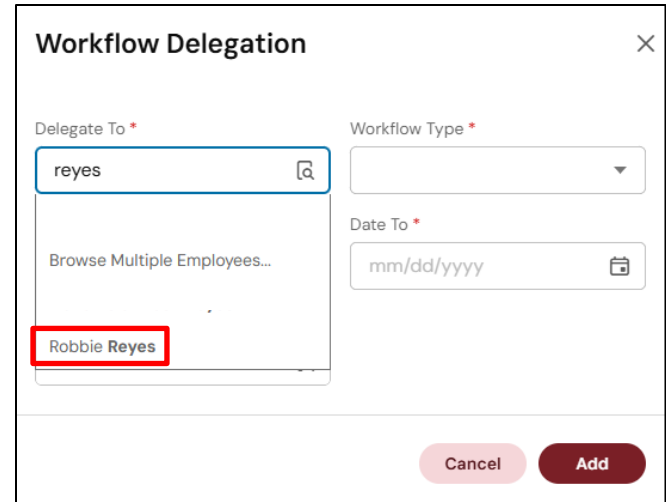
My HR > Delegations

← **Delegations** Add New

View: [System] | 2 Columns (2)

Employee Id	Username	First Name	Last Name	Employee Status	Workflow Type	Date From	Date To
starts with	=	starts with	starts with	!= Terminated	=	=	=

You will see the workflow Delegation window below. Here, you can choose whom you want to delegate your UKG manager responsibilities to during your absence. For this example, we want to make Robbie Reyes our delegate. In the “Delegate to” box, type their last name, and you will see UCM employees with that last name, select the one needed.



The screenshot shows a 'Workflow Delegation' window with the following fields and options:

- Delegate To ***: A search input field containing 'reyes' with a magnifying glass icon. Below it is a dropdown menu showing 'Robbie Reyes' highlighted with a red box. A link 'Browse Multiple Employees...' is also visible.
- Workflow Type ***: A dropdown menu.
- Date To ***: A date input field with the placeholder 'mm/dd/yyyy' and a calendar icon.
- Buttons**: 'Cancel' and 'Add' buttons at the bottom right.

Next is 'Workflow Type'. There are three available workflow types: **Time Off Request**, **Timesheet**, and **Timesheet Change Request**. Only one workflow type may be selected and updated at a time. If you would like your delegate to have access to all three, the delegation process must be completed separately for each workflow type. For this example, select 'Time Off Request'

Workflow Delegation ✕

Delegate To *
Robbie Reyes ⊗ 🔍

Date From *
mm/dd/yyyy 📅

Workflow Group
Choose... 🔍

Workflow Type *

- Time Off Request
- Timesheet
- Timesheet Change Request

Cancel Add




Updating the 'Date From' and 'Date To' fields define the date range that you want the delegate to have access to the workflows. The "Date to" can not be beyond 12/31/2070. Then go into the Workflow Group and select "All Company Employees" and select 'Save'


Workflow Delegation



Delegate To *

Workflow Type *



Date From *

Date To *

Workflow Group

Cancel

Save



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You will be returned to your Delegations page.
You can see that Robbie Reyes was given “Time Off Request”
access to the employees you supervise.
Repeat these steps to give them access to “Timesheet” and
“Timesheet Change Request” (if necessary)

← **Delegations** ⌵

View: [System] | 2 Columns (2)

Employee Id	Username	First Name	Last Name	Employee Status	Workflow Type	Date From	Date To
<input type="text" value="starts with"/>	<input "="" type="text" value="="/>	<input type="text" value="starts with"/>	<input type="text" value="starts with"/>	<input "="" type="text" value="!="/>	<input "="" type="text" value="="/>	<input "="" type="text" value="="/>	<input "="" type="text" value="="/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="reyes"/>	<input type="text" value="Terminated"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BU0003	Sstudent	Robbie	Reyes	Active	Time Off Request	12/01/2025	12/31/2070