

Delegation

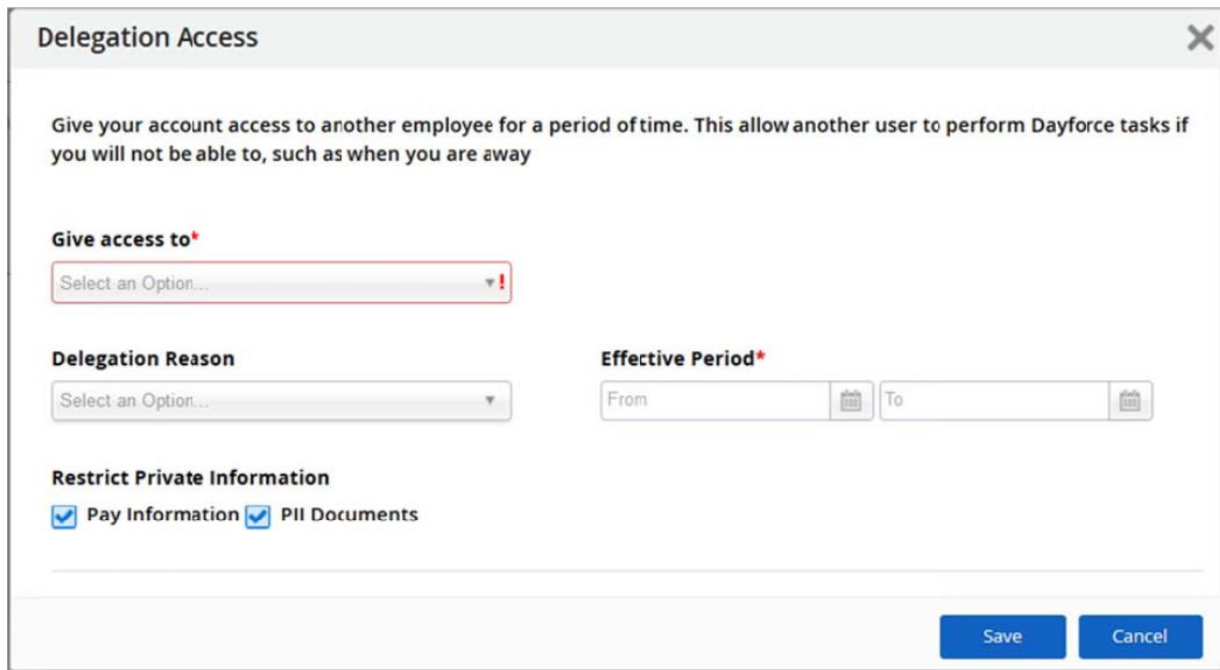
Path: **Home > Profile & Settings > Preferences > Delegation Access**

As a manager you are responsible for approving employee requests and timesheets on an ongoing basis. But what happens when you take time away from work? Many manager tasks, such as approving timesheets at the end of the pay period, are time-sensitive and cannot wait until you return.



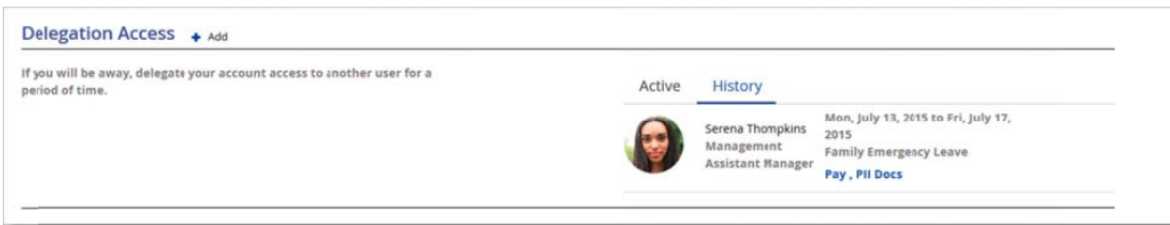
The screenshot shows the 'Delegation Access' page with a '+ Add' button. Below the header, there is a descriptive text: 'If you will be away, delegate your account access to another user for a period of time.' To the right, there are two tabs: 'Active' (which is selected) and 'History'. Below the tabs, it says 'No Active Delegates'.

Delegation occurs in the **Preferences** tab within the **Profile & Settings** feature. Click **Add** to add a new delegate.



The screenshot shows the 'Delegation Access' modal form. It has a title bar with a close button (X). The main text reads: 'Give your account access to another employee for a period of time. This allow another user to perform Dayforce tasks if you will not be able to, such as when you are away'. Below this, there are three sections: 'Give access to*' with a dropdown menu showing 'Select an Option...'; 'Delegation Reason' with a dropdown menu showing 'Select an Option...'; and 'Effective Period*' with 'From' and 'To' date pickers. At the bottom, there is a 'Restrict Private Information' section with two checked checkboxes: 'Pay Information' and 'PII Documents'. At the bottom right, there are 'Save' and 'Cancel' buttons.

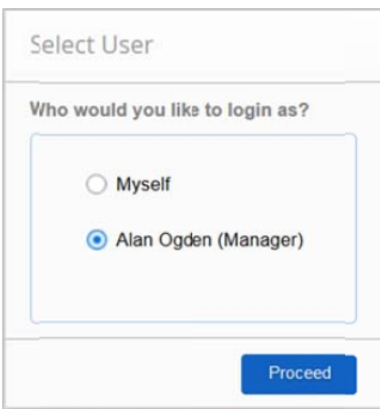
Click **Save** to complete the delegation process.



The screenshot shows a 'Delegation Access' pane with a title bar containing 'Delegation Access' and an 'Add' button. Below the title bar is a descriptive text: 'If you will be away, delegate your account access to another user for a period of time.' To the right of this text are two tabs: 'Active' and 'History'. Under the 'Active' tab, there is a list of delegation entries. The first entry includes a profile picture of Serena Thompkins, her name, title 'Management Assistant Manager', and the date range 'Mon, July 13, 2015 to Fri, July 17, 2015'. The reason for the delegation is 'Family Emergency Leave'. Below the date range, there is a link labeled 'Pay, PII Docs'.

Current or upcoming delegates are listed in the **Delegation Access** pane within the **Active** tab. You can review a summary of the delegation here, including:

- The person to whom you delegated access, and his or her position
- The date range for the delegation period
- The delegation reason
- If the delegate's access to private information has been restricted, a list of the information that he or she cannot access is shown



The screenshot shows a 'Select User' dialog box. The title bar reads 'Select User'. Below the title bar is the question 'Who would you like to login as?'. There are two radio button options: 'Myself' and 'Alan Ogden (Manager)'. The 'Alan Ogden (Manager)' option is selected. At the bottom right of the dialog box is a blue button labeled 'Proceed'.

When Serena logs into Dayforce during the delegation period, she will have the option of logging in as herself or as you (Alan Ogden).