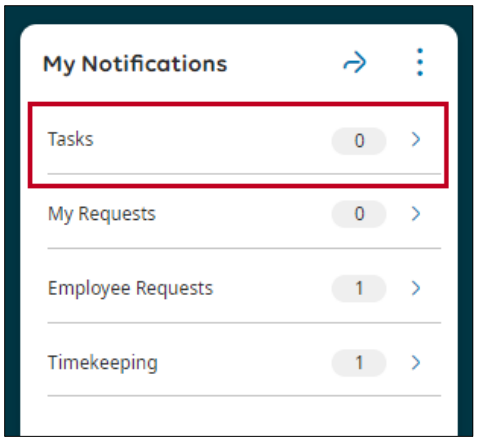
UKG – Delegation – People Leaders
Quick Reference Guide

This document explains how PODS people leaders or administrators can set up a delegate for timekeeping tasks, as well as how to accept a delegate request to complete work on behalf of another person.

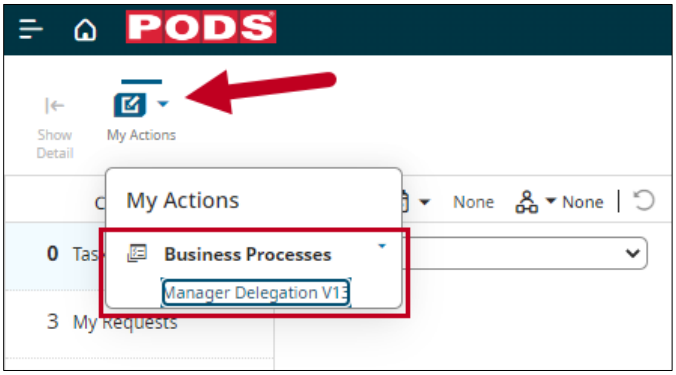
Timekeeping tasks can include managing timecards, schedules, and time-off requests.

Delegating

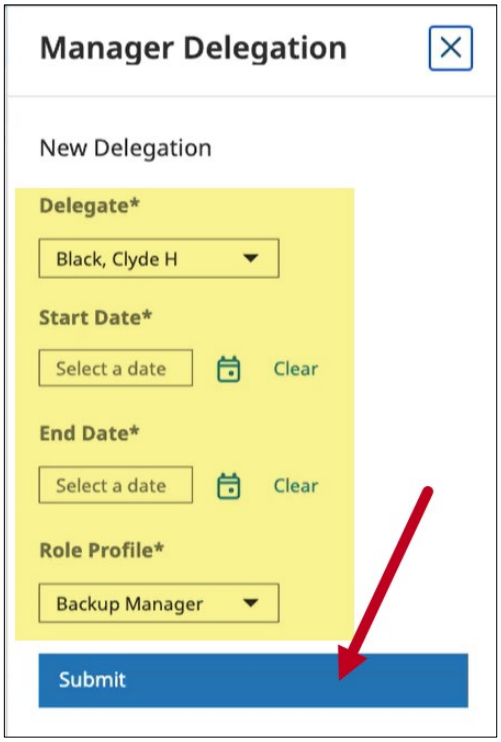
Set up Delegation – Delegations can be set up for an unlimited amount of time to allow for PODS "Buddy" system management.



1. From the **Workforce Management Home Page** in the **My Notifications** tile, **select Tasks** to open the **Control Center**
2. **Click** the **My Actions** in the top left of the **Control Center**
3. **Select Business Processes** then **Manager Delegation** or **Admin Delegation**



4. On the **Manager Delegation slider**, **select** the **person** who will take authority during your absence
5. **Select** the **Start Date** and **End Date** from the calendars
6. From the **Role Profile** drop-down list, **select your role**
7. **Select Submit** to activate the delegation



Tip: To set up more than one delegate for the same period of time, repeat the above steps for each person you who will be your delegate.

Cancel Your Delegation – You can cancel a delegation after you submit it and before the delegate accepts it.

1. From the **Workforce Management Home Page** in the **My Notifications** tile, **select Tasks**
2. **Select** the **delegation process** you wish to cancel
3. **Select Cancel Delegation**

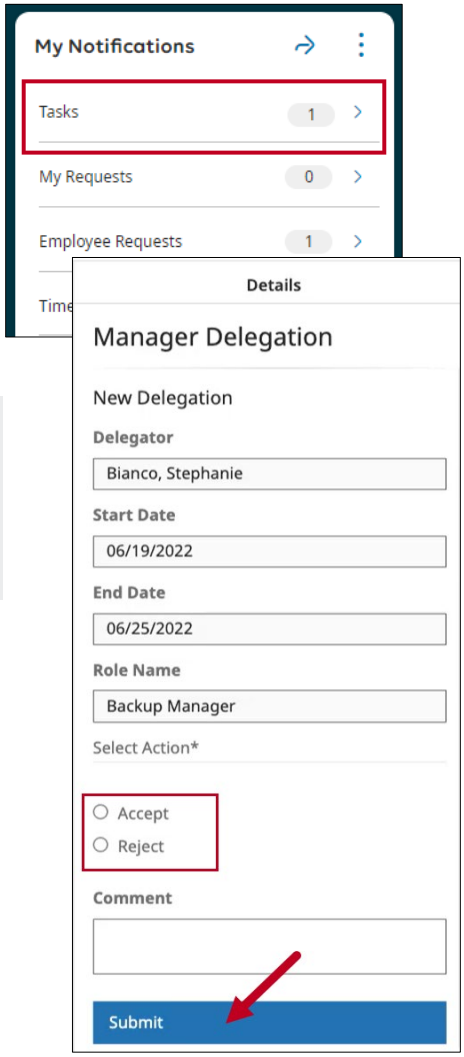
Important *A delegate request must be accepted or rejected for it to take effect.*

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Completing Work from Delegation

Accept a Delegate Request – UKG creates a Task in the delegates inbox to accept or deny the delegation request.

1. From the **Workforce Management Home Page** in the **My Notifications** tile, **select Tasks** to open the Control Center
2. In the **Control Center**, **review** the **details** of the delegation request
3. **Select one** of the following
   a. **Accept**
   b. **Reject**
4. **Click** the **Submit** button to save your response



Important *You must log out of UKG and log back in to switch roles once a delegation is accepted.*

Complete Tasks for Another Person - Use the Edit Profile feature to complete tasks for another manager

1. From the **Workforce Management Home Page**, **select** the **main menu** in the upper right of the page
2. **Click** on **your profile/name** to expand the **Employee Settings Menu**
3. **Scroll** to the **Delegated Roles** section and **select** the **name** of the person whose authority you are taking to complete the tasks as needed on behalf of the other person
4. To return to your own role, from the **Employee Settings Menu**, **select Initial Role**

