



HELPFUL TIPS

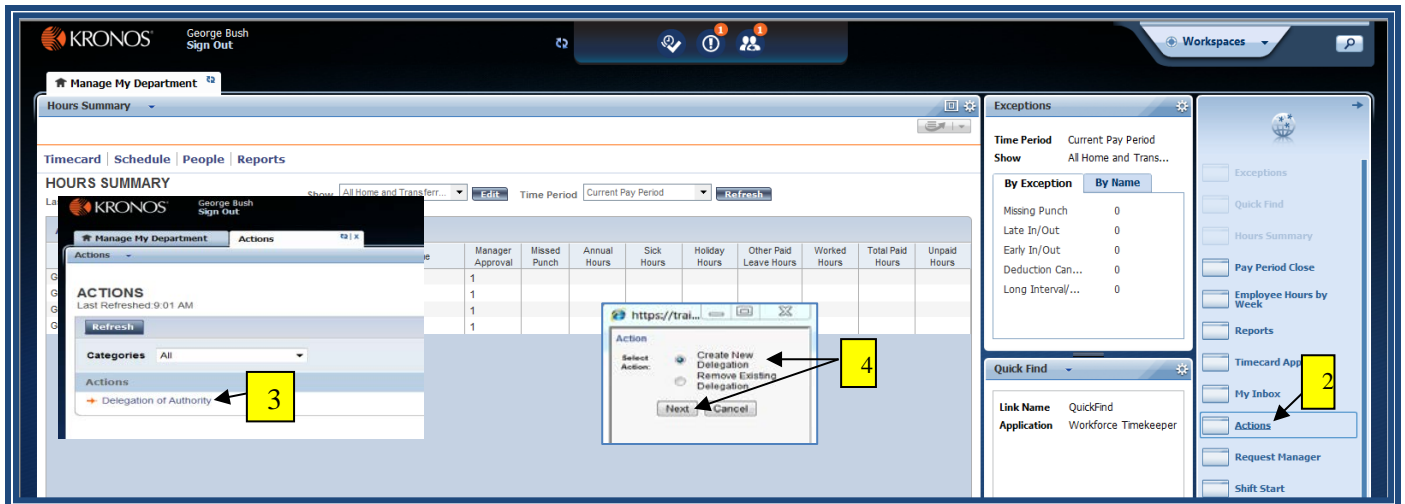
TIME REPORTING

How to Delegate Authority

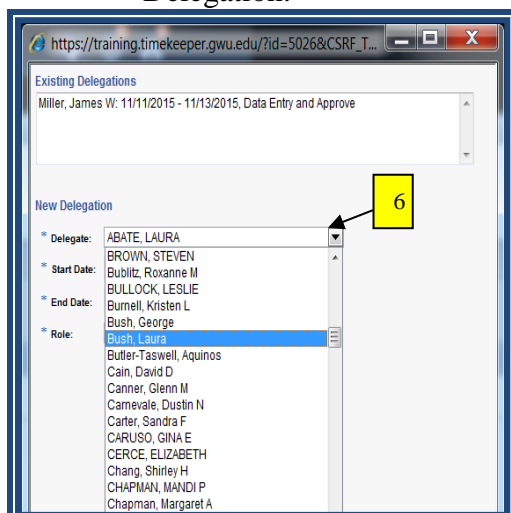
When a timekeeper is unavailable to reconcile their employee timecards they have the ability to delegate their authority to another timekeeper. Within delegation the delegate has the ability to see and edit the employee's tasks of the timekeeper. It is possible to delegate to more than one person at a time to ensure coverage within a department. It is also possible for one individual to accept more than one delegation at a time. It is not possible to "piggyback" delegations. For example: one timekeeper delegates to a second manager, then the second manager needs to delegate to a third. The Third delegate will not be able to see the first manager's employees and information.

Below are the instructions on how to process the delegation request and how to access the information.

- 1) Log into the Time Reporting System.
- 2) Select **Actions** from your Related Items.
- 3) Select **Delegation of Authority** under Actions.
- 4) Select **Create New Delegation** for a new delegation or **Remove Existing Delegation** to remove a request and select **Next**.

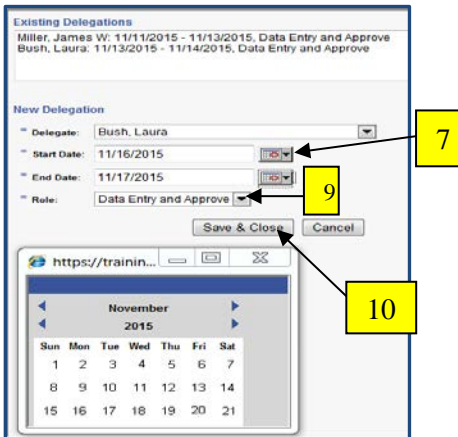


- 5) The **Create Delegation Window** will appear.
- 6) To Delegate use the drop down arrow to scroll through the available delegates.
 - a. If the person you need to delegate to is not there, please send this information to timerep@gwu.edu.
 - b. The delegate must have timekeeper "**Edit Approval**" or "**Edit**" access in order to receive the Delegation.



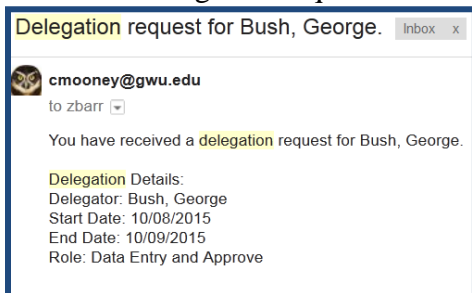
How to Delegate Authority

- 7) Click on the Calendar icon and choose the date the delegation is to begin.
- 8) Enter the date the delegation is to end.
- 9) Role – Select **Data Entry and Approve** or **Data Entry**.
- 10) Click **Save & Close** – this will send the delegation request to the delegate.
- 11) **If the timekeeper Declines Delegation it is still the Delegators responsibility to approve the payroll or find another timekeeper that will accept their delegation request.**

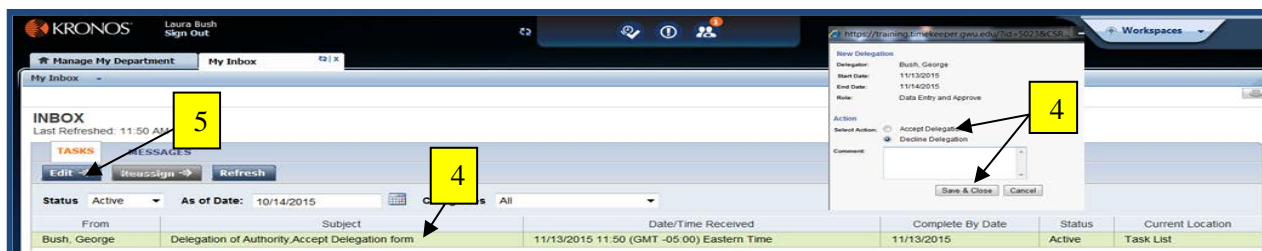


Accepting the Delegation Request

- 1) You will receive an mail in your GW email and your TRS inbox letting you know that you have received a delegation request.



- 2) Log into TRS.
- 3) Select **Inbox** from Related Items.
- 4) Select the **Task** from the list in your inbox.
- 5) Select **Edit**, this will open the task.
- 6) Select “**Accept Delegation**” or “**Decline Delegation**”.
- 7) If Declining Delegation, please enter a comment as to the reason why.
- 8) Click **Save & Close** to complete the process.
- 9) **If the timekeeper Declines Delegation it is still the Delegators responsibility to approve the payroll or find another timekeeper that will accept their delegation request.**



How to Delegate Authority

10) If the Delegation is accepted the Delegator will receive an email like the one below. If not you will receive an email saying it was declined.

Date: Tue, Oct 6, 2015 at 8:28 AM
Subject: Bush, Laura has accepted the delegation request for Bell, Gail E.
To: zbarr@qwu.edu

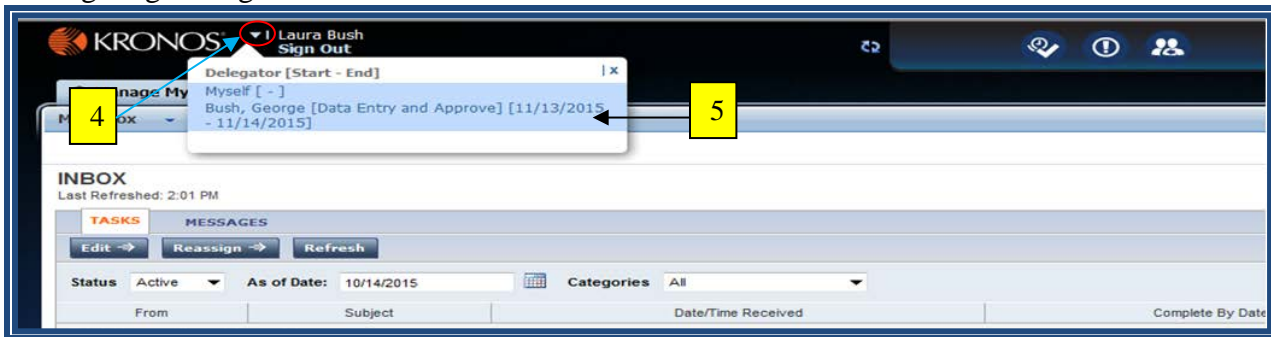
Bush, Laura has accepted the delegation request for Bell, Gail E.

Delegation Details:
Delegate: Bush, Laura
Delegator: Bell, Gail E
Start Date: 10/06/2015
End Date: 10/07/2015
Role: Data Entry and Approve
Comment:

Switching Roles from Self to Delegatee

Once you have accepted the delegation it becomes necessary to switch roles from “**Myself**” to the delegating Manager.

- 1) Log off of TRS.
- 2) Log back on to TRS to complete the delegation process.
- 3) Next to the timekeepers name you will see a **upside down triangle**.
- 4) Select the **upside down triangle** to Switch Roles to toggle between Myself and the delegating manager.
- 5) Left click on the Delegation task under “Switch Roles” to complete toggle and perform duties as the delegating manager.



- 6) You are now logged in to perform your duties as the delegating manager.
- 7) When you have completed time for your delegatee click on “**Myself**” or “**log off**” to go back to your profile.

