

Managers and Employee Administrators – Delegating Approvals for Employee Information Changes

Overview: Managers and Employee Administrators who are designated approvers for employee change requests can use out-of-office delegations to temporarily assign approval rights to another approver. This covers approvals for new employees and changes to the employee record (salary, department, etc.).

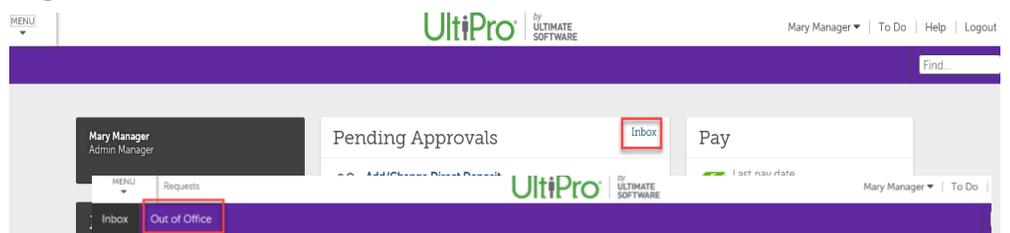
Note: This does not delegate Time and Attendance duties. For Time and Attendance duties, most managers have a delegated back up manager already established who has access and can approve timesheets as required. If this is not the case, please send a note to the Service Desk to establish a backup manager for time approvals in UltiPro.

Create an Out of Office Delegation

1. From the UltiPro home screen, click **Inbox** or **To Do**.

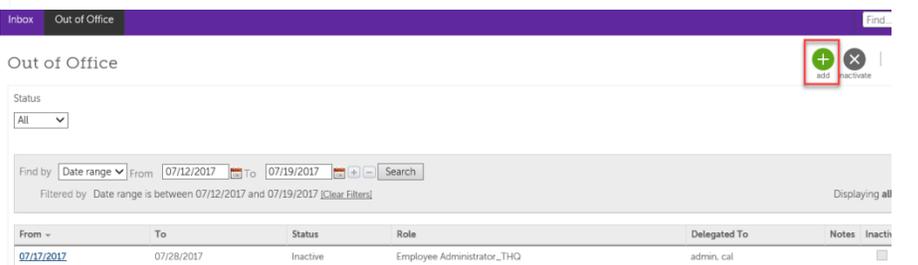
2. Click **Out of Office**.

3. Click **Add**.



Requests

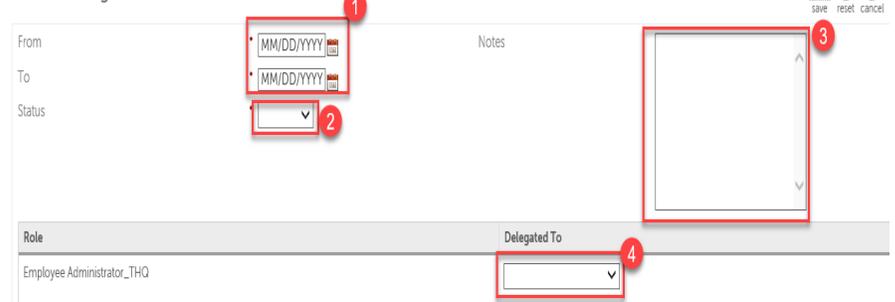
Requests
To do



On the Add/Change Out of Office page, do the following:

1. Enter the duration (From/To) for the delegation.
2. Click the **Status** droplist to make the out-of-office delegation **active**.
3. Enter notes in the **Notes** box, if applicable.
4. Click the down arrow in the **Delegated to** box and select the name of an employee that has the same role as you (e.g., manager) to whom you can delegate requests.

Add/Change Out Of Office



From: MM/DD/YYYY
 To: MM/DD/YYYY
 Status: [dropdown]
 Notes: [text area]
 Role: Employee Administrator_THQ
 Delegated To: [dropdown]

5. Click **Save**.
6. The Out of Office page refreshes with the new dates and active status. If the page appears without the new information, check the date range, modify if necessary, and click Search again.

Out of Office

Status: Active

Find by: Date range From 07/12/2017 To 07/19/2017 Search

Filtered by: Date range is between 07/12/2017 and 07/19/2017 [Clear Filters]

From	To	Status	Role	Delegated To	Notes	Inact
07/12/2017	07/14/2017	Active	Employee Administrator_THQ	admin, paul		<input type="checkbox"/>

Note: If the person you are delegating to also has an Out-of-Office Delegation set up for the same dates, a message will appear to advise you of the conflict. You should then select another manager.

Activate an Inactive Delegation

1. To activate an out-of-office delegation you previously created, click the **From** date.

Inbox Out of Office Find

Out of Office

Status: All

Find by: Date range From 07/12/2017 To 07/19/2017 Search

Filtered by: Date range is between 07/12/2017 and 07/19/2017 [Clear Filters]

From	To	Status	Role	Delegated To	Notes	Inact
07/17/2017	07/28/2017	Inactive	Employee Administrator_THQ	admin, cal		<input type="checkbox"/>

2. Enter the dates you want the out-of-office delegation to be in effect.
3. Click the **Status** box and select Active.
4. Click **Save**.

Add/Change Out Of Office

From: 07/17/2017

To: 07/28/2017

Status: Inactive

Notes:

Role: Employee Administrator_THQ

Delegated To: admin, cal

save reset cancel

Change an Active Delegation to Inactive

1. To inactivate a designation you no longer require, click the **Inactive** box.
2. Click **Inactivate** .

Out of Office

Status: Active

Find by: Date range From 07/12/2017 To 07/19/2017 Search

Filtered by: Date range is between 07/12/2017 and 07/19/2017 [Clear Filters] Displaying all records

From	To	Status	Role	Delegated To	Notes	Inactivate
07/12/2017	07/14/2017	Active	Employee Administrator_THO	admin, paul		<input checked="" type="checkbox"/>

3. Click **OK**.

Out of Office

Status: Active

Find by: Date range From 07/12/2017 To 07/19/2017 Search

Filtered by: Date range is between 07/12/2017 and 07/19/2017 [Clear Filters] Displaying all records

From	To	Status	Role	Delegated To	Notes	Inacti
07/12/2017	07/14/2017	Active	Employee Administrator_THO	admin, paul		<input checked="" type="checkbox"/>

Message from webpage

Would you like to inactivate this record?