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

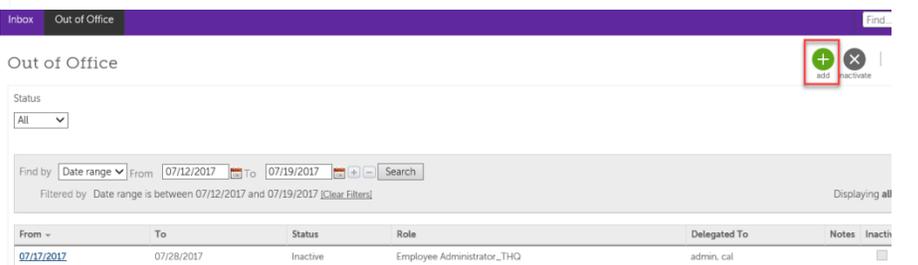1. From the UltiPro home screen, click *Inbox* or *To Do*.

2. Click *Out of Office.*

3. Click *Add*.
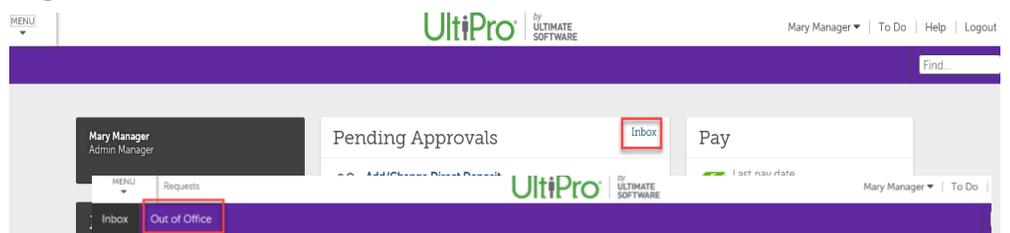

On the Add/Change Out of Office page, do the following:

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.
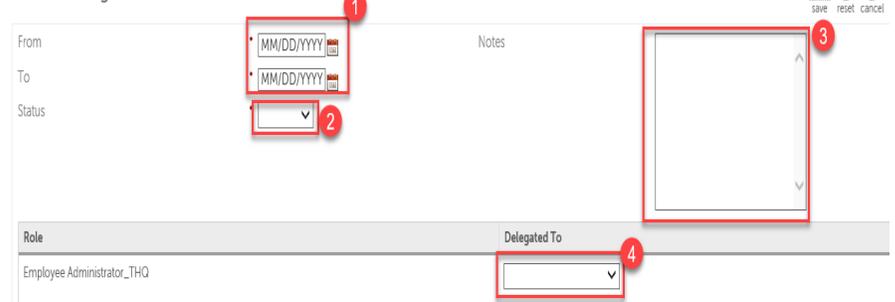
5. Click **Save**.

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.

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.

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**.

![Project UltiPro logo with The Salvation Army shield]

Change an Active Delegation to Inactive

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

2. Click *Inactive* ⊗.

3. Click **OK**.