

## 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

MENU

- 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.
- Click the *Status* droplist to make the out-of-office delegation active.
- 3. Enter notes in the *Notes* box, if applicable.
- 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.

**Delegating Employee Change Approval Duties ver 2** 

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UltiPro ULTIMATE

Pending Approvals

Mary Manager 🔻 | To Do | Help | Logo

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- 5. Click *Save*.
- 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.

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**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

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

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

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## Change an Active Delegation to Inactive

Out of Office

07/12/2017

07/14/2017

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

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3. Click **OK**.

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