Proxy Delegation

eTime Supervisors and Reports To managers are required to approve employee time cards by the published due dates and times. Should a Supervisor not be on campus at a time when they can approve time cards they must appoint proxy delegation to someone to complete the approval role in their absence. eTime is designed to allow managers to delegate their approval role to another manager in their department, college or division.

The employee you choose as a manager-delegate must be able to verify that your staff has worked these hours. This means that they must have interaction with your staff. You should discuss and seek approval from your upper level manager regarding whom you chose to delegate this authority.

Instructions

Login to the Shared Services/ADP system and access eTime and select the Managers/Approvers option.

Step 1: Click on General tab and select Actions.

Step 2: Click on Run Proxy Manager Delegation
Step 3: When selecting the delegate the search for name can be narrowed by typing the first letter of the last name of the person being selected. User must be in the name drop down box for search option to work. Then click Save & Close:

Step 4: The person that was delegated proxy access will receive an e-mail in their GroupWise account. *Please note that this email message does not confirm that the delegation request has been accepted.

Step 5: To take action, the manager-delegate must log into ADP and go their Inbox to either accept or decline the delegated request.
Step 6: Select the Tasks tab. From the Tasks Tab, select the appropriate task and double click.

![Tasks Tab Image]

Step 7: A new window will open. Select if you want to accept or decline the delegation. You may use the comment box to insert an explanation, if you wish. Click Save & Close when complete.

![Delegation Accept/Decline Window Image]

After you accept or decline the delegation, the task will be removed from your Inbox task list.

Step 8: The individual who made the request (delegator) will receive a GroupWise message indicating whether their delegation request has been accepted or declined. See example below.

![GroupWise Message Example]

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In addition, both the delegator and manager-delegate can view their messages in their ADP inbox. Double click on the subject item to view the message.

NOTE: If you are continuing to Step 9 immediately after completing Step 8, it will be necessary for you to log out of eTIME and log back in to view the “Switch Role” option.

Step 9: The delegate sees a tab of “Switch Role: Myself” after they have accepted the delegation authority and on the day their delegate responsibilities begin. The Switch Role function allows the delegate to move back and forth between their role of manager “Switch Role: Myself” to approve their employees time cards and their delegate role “Switch Role: John Doe”. The “Switch Role: John Doe” option allows the delegate to see the employees time cards delegated to them.

The system will default to you. Select the appropriate Delegator option and click the Switch Role button.

NOTE: As a manager-delegate you do not have access to the requesting managers’ personal “My Information” tab. The ADP system will automatically terminate your delegated access rights to the other manager after the end date specified in the request. You may need to manually cancel a delegation early. For example, if you returned to work earlier than expected and no longer require the manager-delegate assistance to perform your timekeeping tasks.

To manually cancel a manager delegation:
   1) From the General Tab, select Actions and then Run Proxy Manager Delegation
   2) A new window will appear indicating to either create a new delegation or remove an existing delegation.
   3) Select Next to confirm your selection.
   4) Select the manager delegation you want to cancel and click the Delete button: