

## How to Delegate Authority

When a manager/timekeeper role is unavailable to reconcile time/time off for their employees, they have the ability to delegate their authority to another manager/timekeeper. Within delegation, the delegate has the ability to see and edit the tasks of the manager/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 manager/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 (<u>https://go.gwu.edu/trs</u>)
- 2) Select Actions from your Related Items.

| 🔒 Manage N         | ly Departme     | 0                           | Actions    | +                      |   |            |                 |               |                     |       |                 |                                  |                 |                    |  |
|--------------------|-----------------|-----------------------------|------------|------------------------|---|------------|-----------------|---------------|---------------------|-------|-----------------|----------------------------------|-----------------|--------------------|--|
| Genies             |                 |                             |            |                        | • •   |            |                 |               |                     |       |                 |                                  | •               |                    |  |
| Hours Summa        | ry 🕶            |                             |            |                        | Loaded 10:04 Previous Pay Period 💌 📰 All Home - Bi-Weekly |            |                 |               |                     |       | Edit            | ₩                                |                 |                    |  |
| Select All<br>Bows | Column Filter   | Dekeeping Approval Schedule |            |                        |   |            |                 | F             | <b>O</b><br>Refresh | Share | <b>СОТ</b> О    | Genies<br>Departmental Calendars |                 |                    |  |
| GWid               | Name            | •                           | Ban<br>Org | Department Name        | Mana<br>Appro   | Mis<br>Pun | Annual<br>Hours | Sick<br>Hours | Holiday<br>Hours    | Other | Worked<br>Hours | Total<br>Hours                   | Unpaid<br>Hours | Request Manager .2 |  |
| G66660003          | Hoover, Herbert |                             | 666        | Vice Presidents Office |   |            |                 |               |                     |       |                 |                                  |                 | Actions            |  |
| G66666666          | Jackson, Andrew |                             | 666        | Vice Presidents Office |   |            |                 |               |                     |       | 80.0            | 80.0                             |                 |                    |  |

- 3) An additional Tab will open up
- 4) Select Delegation of Authority under Actions.
- 5) The Existing Delegations 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 <u>timerep@gwu.edu</u>.
  - b. The delegate must have timekeeper "Edit Approval" or "Edit" access in order to receive the Delegation.
- 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.

| KRONOS"                              |         |       | Create Delegation                           | n - Google Chrome                                   |                | ×      | Martha Washington<br>Sign Out |
|--------------------------------------|---------|-------|---|---|----------------|--------|-------------------------------|
| Manage My Departme                   | Actions | Ø X + | https://test.tin     Evicting Data          | mekeeper8.gwu.edu/wfc/KDWEForm                      | nServlet?initF | Q<br>^ |                               |
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| ACTIONS<br>Last Refreshed:10:14 AM   |         |       | None  |   | .6             |        |                               |
| Refresh<br>Categories All<br>Actions | .4      |       | New Delegat<br>* Delegate:<br>* Start       | Washington, George                                  |                |        |                               |
| → Delegation of Authority            |         | .10 - | Start<br>Date:<br>* End<br>Date:<br>* Role: | 6/28/2019<br>Data Entry and Approve<br>Save & Close |                |        |                               |

## **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.

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|---|--|-----------------------------------|--------------------------------|-----------------------|-------------------------|-------------------|-------------|-------------------------|---------------------------|--|--------|-------------------------|
|   | KRONOS"  |                                   |                                |                       | Ŷ                       | () & <sup>1</sup> | o [         |                         | Delegator:<br>Start Date: | Washington, Martha<br>4/22/2021          |        | Bess Truman<br>Sign Out |
| 1 | 🕈 Manage My Departme                           | My Inbox Q   X +                  |                                |                       |                         |                   |             |                         | End Date:<br>Role:        | 4/24/2021<br>Data Entry and Approve      |        |                         |
| м | iy Inbox 👻                                     |                                   |                                |                       |                         |                   |             |                         | Action                    |  | 6      |                         |
|   | INBOX<br>Last Refreshed: 3:17 PM               | ;                                 |                                |                       |                         |                   |             |                         | Select Action:            | Accept Delegation     Decline Delegation |        |                         |
|   | TASKS     MESSAGES       Edit →     Reassign → | fresh                             |                                |                       |                         |                   |             |                         |                           |  | 8      |                         |
|   | Status Active  As of Date:                     | 3/23/2021 Cate                    | egories All                    | 4                     |                         |                   |             |                         |                           | Save & Close Cancel                      |        | •                       |
|   | From   |                                   | Subject                        | 4                     |                         | Date/Tim          | me Received |                         |                           | Complete By Date                         | Status | Current Location        |
|   | Washington, Martha                             | Delegation of Authority, Accept [ | Delegation form                |                       | 4/22/2021 15:16 (GMT -0 | :00) Eastern Time |             |                         | 4/22                      | /2021                                    | Active | Task List               |

## 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.



## **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 and Log back on to TRS to complete the delegation process.
- 2) Next to the timekeepers name you will see a **upside down triangle**.
- 3) Select the **upside down triangle** to Switch Roles to toggle between Myself and the delegating manager.
- 4) Select Delegation you want to perform.



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

| \$       | 0      | a <sup>o</sup> | ٥     |            |            | 7          |            | → -        | 5<br>Delegator<br>Myself | Role Profile          | Start - End X           |
|----------|--------|----------------|-------|------------|------------|------------|------------|------------|--------------------------|-----------------------|-------------------------|
|          |        |                |       | Loaded 151 | Previous P | Pay Period | • 11       | All Home - | Weshingt<br>Bi-Weekly    | Deta Entry and Approv | • 4/22/2021 - 4/24/2021 |
| Manager  | Manual | Inner          | tick  | Maddan     | Other Bald | Weeked     | Total Baid | Ileanit    | 0                        | ban (5-1)             | Departmentel Calendars  |
| Approval | Punch  | Hours          | Hours | Hours I    | Leave Ho.  | Hours      | Hours      | Hours      |                          | Manager               | UNLEVEN                 |