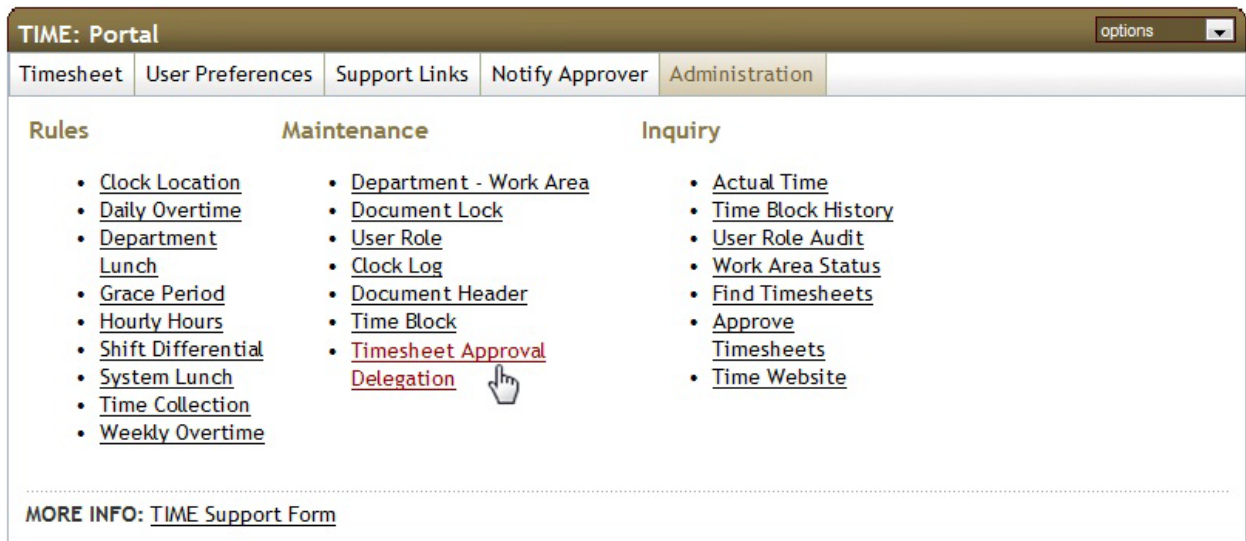


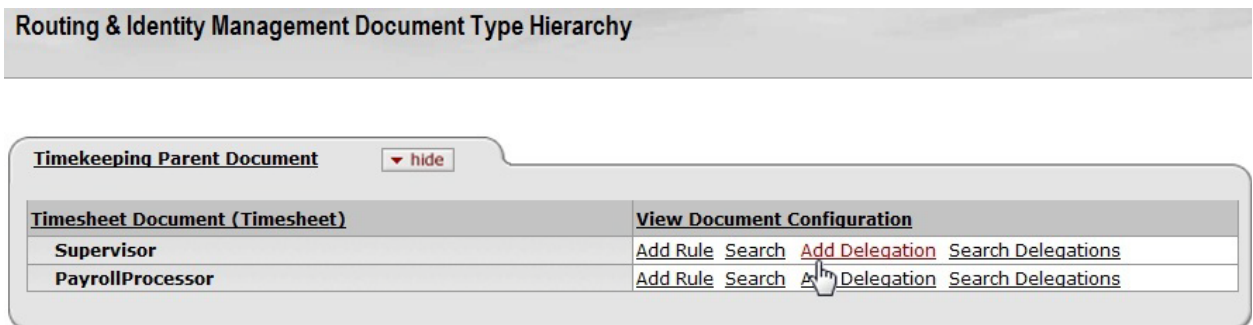
Instructions for IU Timesheet Approval Delegation

Temporary delegates can be set up in Workflow to take actions on Timesheet eDocs when an approver is not available to take those actions (vacations, leaves, etc.). The delegate must already have a Time Approver or higher role in your department. To permanently remove, replace, or add an approver to a work area please use the **Department – Work Area** maintenance document. The instructions below set up a supervisor (a.k.a. "TIME Approver") delegation but the process is the same for payroll processor delegations. You must have a role in the department and/or work area being delegated in order to route the document.

1. In the TIME portal's Administration channel select [Timesheet Approval Delegation](#).



2. In the next window that opens, select [Add Delegation](#) for Supervisor (or Payroll Processor).



3. In the Rule Creation screen, select the TK_SUPERVISOR radio button (or TK_PAYROLL_PROCESSOR radio button) and then click the **Continue** button.

Delegate Routing Rule Creation

Choose Parent Rule hide

Select Parent Rule

Select parent rule: Supervisor Rule 🔍

Select Parent Responsibility to Delegate From

Select	Reviewer	Type	Action Request Code
<input checked="" type="checkbox"/>	TK_SUPERVISOR	ROLE	APPROVE

continue

4. This opens the Routing Rule Delegation screen. Please enter values in the fields listed below:
 - a. Document Overview - Description – brief description of why the delegation is being created
 - b. (OPTIONAL FIELD: Explanation – this field allows you to enter more details on why the delegation is being created if you wish to enter that information.)
 - c. Delegate Rule - Description – brief description of why the delegation is being created
 - d. From Date – typically today unless you are setting up for a future delegation
 - e. To Date – when the delegate will no longer need to approve timesheets
 - f. Force Action – forces the approval action, so make sure this checkbox is “checked”
 - g. Delegator Network ID – this is the Network ID of the person who gets the timesheets now
 - h. Work Area ID – only one work area per delegation document
 - i. Person – the Network ID of the person who will now be making the approvals
 - i. NOTE: if you need multiple delegates to fill in for one approver use the **Add** button to add another person.

(NOTE: The Delegation Type is already set as “Primary” and the Active checkbox is already “checked.”)

Routing Rule Delegation ?	Doc Nbr: 7555795	Status: INITIATED
	Initiator: jdoe	Created: 04:49 PM 12/03/2010

[expand all](#) [collapse all](#)
 * required field

Document Overview hide

Document Overview

* Description:

Org. Doc. #:

Explanation:

Delegation Details hide

New

Parent Rule

Parent Rule Id: 1306234

Description: Supervisor Rule

Parent Rule Responsibility

Reviewer: edu.iu.uis.hr.tk.workflow.SupervisorPayrollProcessorRoleAttribute!TK_SUPERVISOR

Type: ROLE

Action Request: APPROVE

Delegate Rule hide

New

Document Type: Timesheet

Rule Template: TimesheetDelegationTemplate

* Delegation Type: Primary Secondary

Name:

* Description:

From Date:

To Date:

* Force Action:

* Active:

Delegate Rule Attributes hide

New

Delegator Network ID:

Work Area ID:

Persons hide

New Person

Person:

Groups hide

New Group

Namespace:

Name:

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

5. Now click the **Submit** button.

6. You should get a message that the document routed successfully. These documents "route" directly to final approved status so the process is complete.

7. Troubleshooting – if you receive an error like "Invalid delegator/delegate set up" you should make sure of the following:
 - a. You are properly delegating a TIME Approver using Supervisor Delegation
 - b. You are properly delegating a Payroll Processor using Payroll Processor Delegation
 - c. The person you select as your delegate has a TIME Approver or higher role in your department