

Supervisor/Timekeeper

The Complete Guide to Delegating Authority



This guide will demonstrate the following:

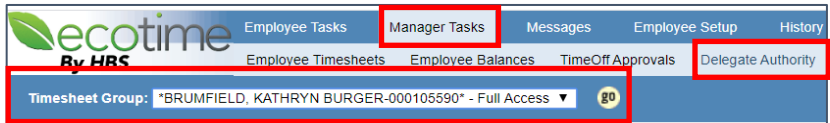
1. Explain the different levels of **Delegate Authority** (permissions and access) and how to Delegate authority to a peer or direct report that resides in your department
2. How to submit Delegate spreadsheet to payroll representative for the following:
 - a. add primary and secondary timekeepers for multiple supervisors
 - b. add multiple supervisors and timekeepers to an employee that has multiple positions

Delegating Authority

If you can't Delegate using the following process, see **Delegate Spreadsheet for Upload to Ecotime** section

Delegating Authority Process

1. Open Web Browser, enter Ecotime URL
2. **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Select **Manager Tasks**, select **Delegate Authority**, select **Timesheet Group**, click **go**



4. The top portion of page displays **Current Delegations**
 - a. In **Current Delegations, Give Authority To**:
 - i. Lists names of employees that have access to stated **Timesheet Group** (TS)
 - b. In **Current Delegations, Assigned By**:
 - i. Displays either employee who assigned or **Delegate Import** which was performed manually by System Administrator
 - c. To remove an existing delegate, in **Current Delegations/Action**, select **Delete**

Current Delegations						
Give Authority To	For TS Group	Assigned By	Begins	Expires	Group Access Level	Action
RODRIGUEZ, PAUL S	40649515 (40649515)	Delegate Import	01/01/2020	12/31/2099	Supervisor/Time Approver (2)	Delete
SAKANDAR, OMIARA	40649515 (40649515)	Delegate Import	01/01/2020	12/31/2099	Primary Timekeeper (35)	Delete

5. To add a **Backup Timekeeper** to this **Timesheet Group**, in **Give Authority To**, select employee, enter **Begins** and **Expires Date**, and **Group Access Level** of **Backup Timekeeper (59)**, select **Add Entry**

Current Delegations						
Give Authority To	For TS Group	Assigned By	Begins	Expires	Group Access Level	Action
RODRIGUEZ, PAUL S	40649515 (40649515)	Delegate Import	01/01/2020	12/31/2099	Supervisor/Time Approver (2)	Delete
SAKANDAR, OMIARA	40649515 (40649515)	Delegate Import	01/01/2020	12/31/2099	Primary Timekeeper (35)	Delete

Delegate Authority						
Give Authority To	For TS Group	Begins (mm/dd/yyyy)	Expires (mm/dd/yyyy)	Group Access Level	Action	
POON, GLORIA ANN (Department - Peer)	40649515 (40649515)	07/14/2020	12/31/2099	Back-up Timekeeper (59)	Add Entry	

6. The **Backup Timekeeper** now displays in **Current Delegations**:

Current Delegations						
Give Authority To	For TS Group	Assigned By	Begins	Expires	Group Access Level	Action
POON, GLORIA ANN	40649515 (40649515)	SAKANDAR, OMIARA	07/14/2020	12/31/2099	Back-up Timekeeper (59)	Delete
RODRIGUEZ, PAUL S	40649515 (40649515)	Delegate Import	01/01/2020	12/31/2099	Supervisor/Time Approver (2)	Delete
SAKANDAR, OMIARA	40649515 (40649515)	Delegate Import	01/01/2020	12/31/2099	Primary Timekeeper (35)	Delete

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7. Definitions of Group Access Level:

- a. **Supervisor/Time Approver (2):** Perform all Manager actions including Time Approval
- b. **No Access:** Not used at this time
- c. **Primary Timekeeper (35):** Perform all Manager actions
- d. **Backup Timekeeper (59):** Perform all Manager actions

Submitting Delegate Spreadsheet to Payroll for Upload to Ecotime

1. Who you wish to delegate authority to, may not be available to you
 - a. For example: Department number 444 is ITS, and the HR Generalist that serves ITS employees is in Department 121 therefore, she/he wouldn't be able to see employees who she/he supports in 444
2. Download **Ecotime Delegate Import Form** at [Payroll Forms](#) to:
 - a. View **Timesheet Groups** not in your department
 - b. Add additional **Primary** or **Backup Timekeepers** to a **Timesheet Group**
 - c. Add multiple supervisors (up to 2) to one employee, additional supervisors will be added as delegates
3. Complete **Delegate** spreadsheet given examples as outlined in Step #10
4. Use this naming convention when saving the **Delegate** spreadsheet as a .csv file: lastname_department.csv
5. **Submit a ticket** - <https://support.ucsd.edu/path> - attaching the **Delegate** spreadsheet
6. The payroll designee will upload the information provided to Ecotime which will update the delegations
7. The payroll designee will not be checking your data entry, please confirm your entries are accurate
8. All entries on the Delegation spreadsheet require the **UCPath Employee ID**
9. In Ecotime, the **UCPath Employee ID**, is located on **Manager Tasks/Employee Timesheets** next to name

(000852709/10363851)

10. The Delegate spreadsheet screenshot displays the columns with explanation, enter data described below:
 - a. **Supervisor Employee ID:** enter the **Supervisor UCPath Employee ID**, what you enter in **Column A** will grant access to delegate(s) entered in **Column B**
This will automatically include all the employees assigned to this **Supervisor Timesheet Group**
 - b. **Delegate ID:** enter the **Timekeeper UCPath Employee ID**, you can add more than one Timekeeper in this column, designating either **Primary** or **Secondary** in **Column C**
 - c. **Group Level:** in the row for the **Supervisor**, enter level **(2)**, in the **Timekeeper** (delegate) row, enter either **Primary (35)** or **Secondary (59)** code, for each **Delegate ID**
 - d. **EMPL ID:** only required for multiple supervisors' visibility to 1 employee who has multiple positions

	A	B	C	D
1	SUPERVISOR EMPLOYEE	DELEGATE ID	GROUP LEVEL	EMPL ID
2	Supervisor UCPath id	Timekeeper UCPath id	Access level	Employee UCPath id
3			2 = Approval	
4			35 = Primary Timekeeper	
5			59 = Backup Timekeeper	
6				
7	10369895	10302201	2	10041742
8	10369895	10402362	35	
9	10369895	10402789	35	
10	10369895	10423231	59	
11	10419861	10402789	2	
12	10419861	10423231	35	
13	10419861	10412312	35	
14	10419861	10402362	59	
15				
16				
17				

- In row #7, the backup supervisor **UCPath Employee ID** (10302201) will only have visibility and approval permissions to **UCPath Employee ID** (10041742), not the rest of the supervisor **UCPath Employee ID** (10369895) direct reports
- When employee has more than 2 positions/supervisors, those additional supervisors will be assigned as a delegate
- In rows #8-10, the **UCPath Employee ID**'s (10402362, 10402789, 10423231) timekeepers listed in **column B**, will have visibility to all employees reporting to supervisor **UCPath Employee ID** (10369895)

11. Submit Case through **Service Now**, <https://support.ucsd.edu/path> and attach the **Delegate** Spreadsheet
12. Common **Delegation** spreadsheet errors:
 - e. Entering **UCPath Position ID** not **UCPath Employee ID**
 - f. Entering PPS ID (000852709) not the **UCPath Employee ID** (10363851)
 - g. Values are required in **Columns A, B, and C**
 - h. **Column D** is optional and used for visibility to a single employee, only for 2nd supervisor, additional supervisors are required to be added as delegates
 - i. When specifying an employee in **Column D**, the supervisor **UCPath Employee ID** in **Column A**, needs to be accurate
13. Please allow 48 hours to be completed

Reminders

- Supervisors have the following permissions: Edit and Approve Timesheets, Create and Assign Schedules, Review Leave Balances, Approve TimeOff Request, Set Comp Time Effective Dates, Put employee On Call, Delegate Authority