Delegating Authority

1. Open Web Browser, enter Ecotime URL
2. If 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 following screen displays Current Delegations and Delegate Authority
5. In Current Delegations, you can take Action to Delete an existing delegate
6. When you click Delete, there is no confirmation
7. In Delegate Authority, Give Authority To, select the employee
8. Enter Begins and Expires Date (Expires defaults to 12/31/2099)
9. In Group Access Level, select Supervisor/Time Approver, in Action, click Add Entry

Reminders
- Supervisors and Timekeepers (Delegates) 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