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
   c. add single employee visibility to supervisor or timekeeper without the entire Timesheet Group

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. 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 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

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

6. The Backup Timekeeper now displays in Current Delegations:
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 to one employee
   d. View a single employee and not the entire Timesheet Group
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

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

   - In row #7, the timekeeper 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
   - In rows #8-10, the UCPath Employee ID’s (10402362, 10402789, 10423231) timekeepers will have visibility to all employees reporting to supervisor UCPath Employee ID (10369895)
   - In rows #15-16 the 2 Timekeepers UCPath Employee ID (10382125) and (10372929) will have visibility and approval permissions for UCPath Employee ID (10402389)
11. Submit Case through Service Now, [https://support.ucsd.edu/path](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
   
   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