

Valdosta State University

Shared Services/ADP User Guide for Delegating Authority

Purpose of this Guide:

This guide provides answers to many common questions regarding the new Shared Services/ADP system access for parallel testing and going forward into production.

For any issues or questions relating to registration, user accounts or assistance with navigating through the system, please send an email to: sharedservices@valdosta.edu In the email please include your full name, description of problem and contact information. A VSU Shared Services/ADP representative will get in touch with you as quickly as possible.

The first step to delegating authority into the Shared Services/ADP system, is to be registered into the portal and adding eTIME. Appropriate guides can be found at:

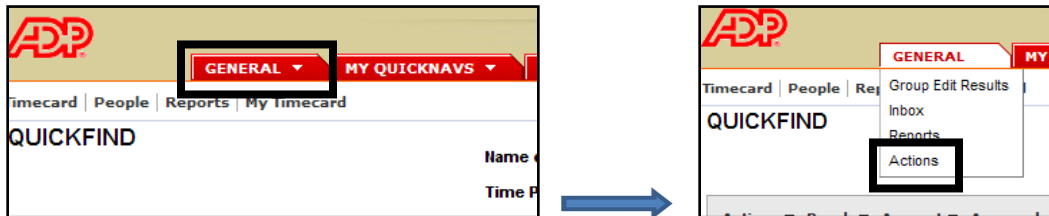
<http://www.valdosta.edu/finadmin/training/sharedservices>

NOTE: Please use Microsoft Internet Explorer as your browser when accessing the Shared Services/ADP system. To date, Firefox and Safari are not supported.

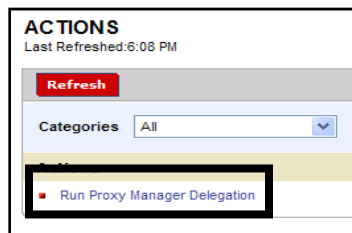
The Delegate Authority feature in ADP lets a manager temporarily assign timekeeping tasks to another manager. The delegate manager can then perform your tasks using their own user name and password. This feature helps to keep business processes moving even when you are not there. The delegation request is sent to the manager-delegate's inbox for him or her to accept or decline.

IMPORTANT VSU POLICY: The employee you choose as a manager-delegate must be in your department and must be able to verify that your staff has worked these hours. This means that they must have interaction with your staff. They also must be at the same level of authority. You cannot delegate to a lower level manager. You should discuss and seek approval from your upper level manager regarding whom you chose to delegate this authority. Your manager may prefer that they approve time while you are gone. Should this be the case then this process is not necessary as your manager should be able to see your employees in their own time panel. Additional policy information regarding the approval of time can be found in Section 801.00 and 802.00 of the VSU Human Resources Policy and Procedures manual. These sections will be updated to reflect the on-line procedures; however the policy itself is not changing.

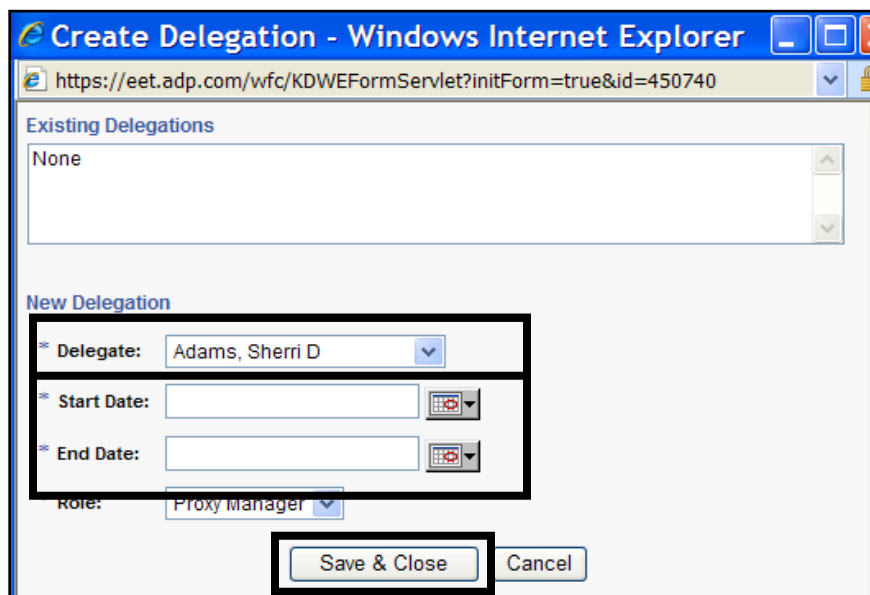
Step 1: Login to the Shared Services/ADP system and access eTIME (please refer to appropriate User Guides, available at the website listed above, if you do not know this process). Click on General Tab and select Actions:



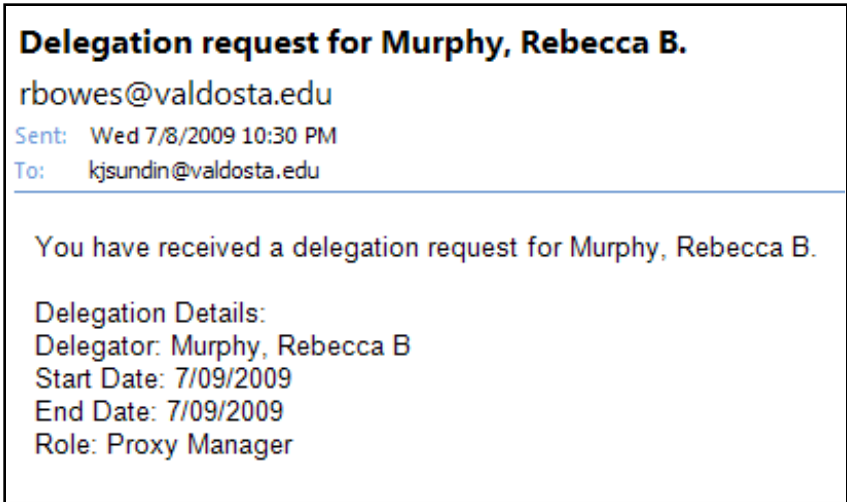
Step 2: Click on Run Proxy Manager Delegation:



Step 3: From the Delegate: drop down list select appropriate approver and enter correct dates. Then click Save & Close:




Step 4: An email will be sent to the manager-delegate. For example, Approver A (requesting manager) requested that Approver B be his/her manager-delegate for July 9, 2009. This is what the manager-delegate will see in his/her email:

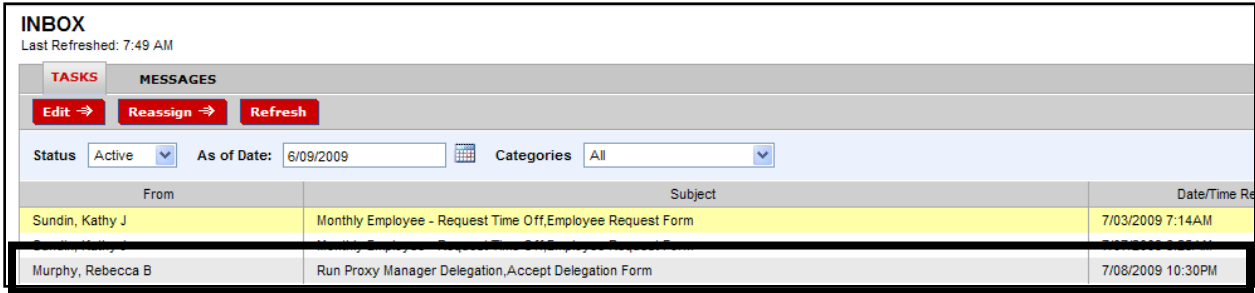


Step 5: The manager-delegate will log into the Shared Services/ADP system access eTIME.

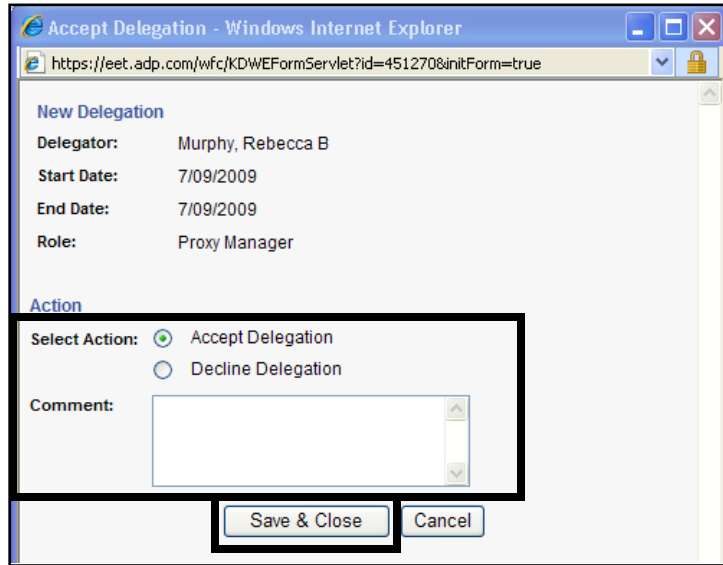
Step 6: Click on the General Tab and select Inbox:



Step 7: From the Tasks Tab, select the appropriate task (either double-click the task or select the task and click the Edit button in the upper left corner ):



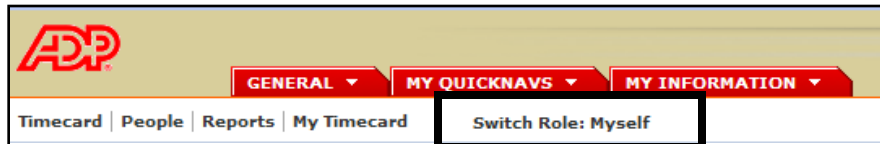
Step 8: From the Accept Delegation window under Action, select to accept or decline the delegation. You may use the comment box to insert an explanation, if you wish. Then click Save & Close:



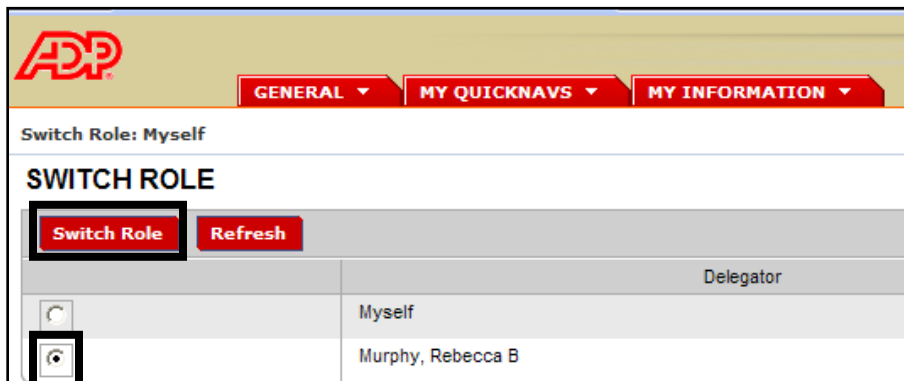
After you accept or decline the delegation, the task will be removed from your Inbox task list.

NOTE: If you are continuing to Step 9 immediately after completing Step 8, it will be necessary for you to log out of eTIME and log back in to view the “Switch Role” option.

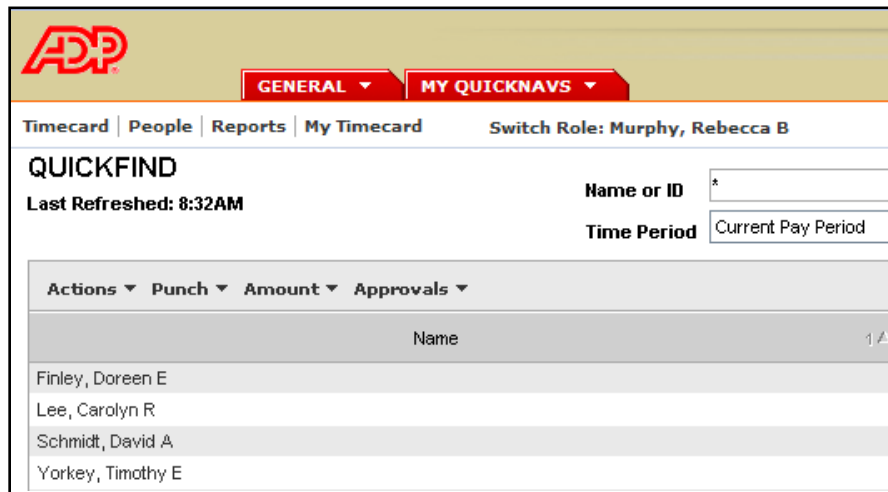
Step 9: Select the Switch Role: Myself link. NOTE: you will ONLY see this link beginning on the start date of your delegation responsibility:



Step 10: The system will default to you. Select the appropriate Delegator option and click the Switch Role button:



Step 11: In our example, Approver B is now the manager-delegate for the requesting manager and can perform all timekeeping tasks as him/her:



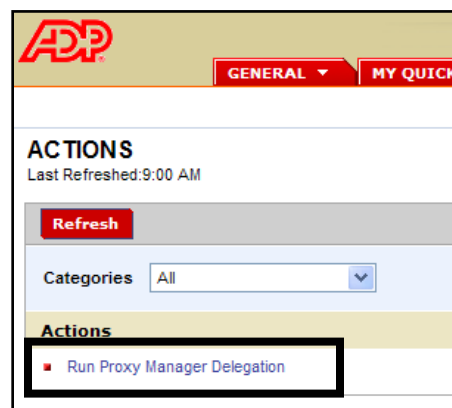
Step 12: To switch back to yourself, select the Switch Role link, select Myself, and then click the Switch Role button. You are now performing timekeeping tasks as yourself.

NOTE: As a manager-delegate you do not have access to the requesting managers' personal "My Information" tab.

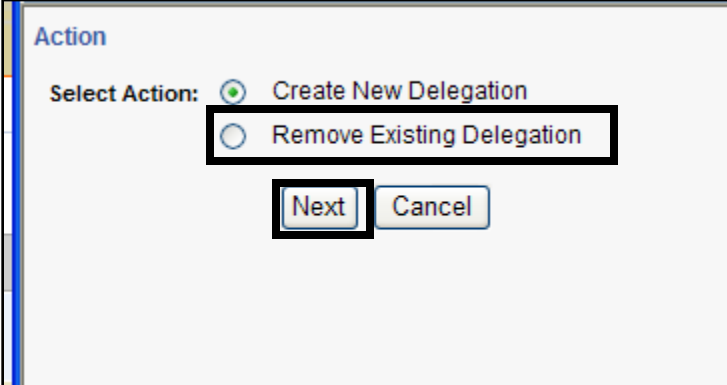
The ADP system will automatically terminate your delegated access rights to the other manager after the end date specified in the request. You may need to manually cancel a delegation early. For example, if you returned to work earlier than expected and no longer require the manager-delegate assistance to perform your timekeeping tasks.

To manually cancel a manager delegation:

Step 1: From the General Tab, select Actions and then Run Proxy Manager Delegation:

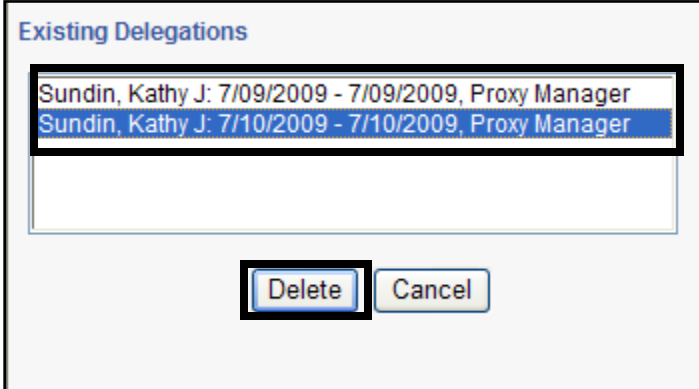


Step 2: Click Remove Existing Delegation and click the Next button:



The screenshot shows a dialog box titled "Action". Under the heading "Select Action:", there are two radio buttons. The first is "Create New Delegation" with a selected radio button. The second is "Remove Existing Delegation" with an unselected radio button, which is highlighted by a black rectangular box. Below the radio buttons are two buttons: "Next" and "Cancel". The "Next" button is also highlighted by a black rectangular box.

Step 3: Select the manager delegation you want to cancel and click the Delete button:



The screenshot shows a dialog box titled "Existing Delegations". It contains a list of two entries. The first entry is "Sundin, Kathy J: 7/09/2009 - 7/09/2009, Proxy Manager". The second entry is "Sundin, Kathy J: 7/10/2009 - 7/10/2009, Proxy Manager", which is highlighted with a blue background and a black border. Below the list are two buttons: "Delete" and "Cancel". The "Delete" button is highlighted with a black rectangular box.