

Each hourly employee will initiate their own timesheet and will have a separate set of instructions provided to them.
The new system prov

Delegations Process – Project Delegation:

1. Locate the project ID from the list and Select “add” at the end of the line.
2. In the dialogue box click “Select” and search for the last name of desired approver.
3. When the desired approver name appears click “Select”.
4. Check the Can Approve Timesheets box to allow permission to approve all timesheets for the project.
5. Click “Add Delegation”.

Delegations Process – Specific Employee Delegation:

1. Locate the project ID from the list and Select “add” at the end of the line.
2. In the dialogue box click “Select” and search for the last name of desired approver.
3. When the desired approver name appears click “Select”.
4. Check the Names of the specific employees to allow the approver permission to access and approve timesheets.
5. Click “Save Delegation”.

Other Information:

“Help Me”: Help me is a tool for employees to let the approver know they need assistance. An employee may send a request to the supervisor for mul 0.7618 (0.80.8)irqupor