

# 9.2 Creating and Accepting Absence Mgmt and T&L Delegation (Using Fluid Tile)

**Purpose:** Use this document to create and accept an Absence Management and Time & Labor delegation using the Fluid tile in ctcLink.

**Audience:** Managers.

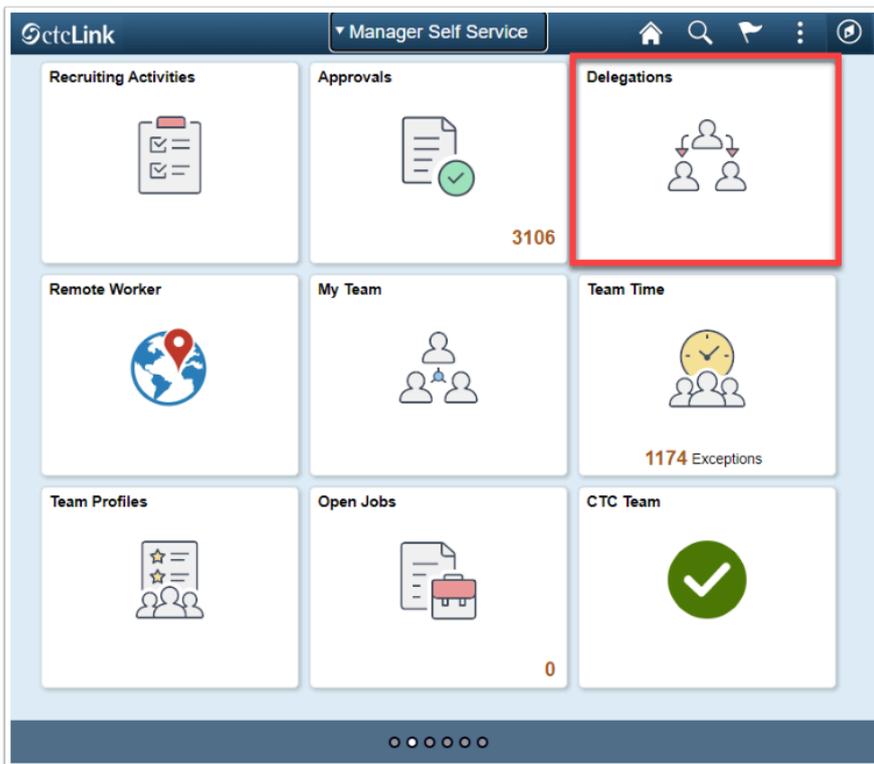
Delegation is a two-step process:

1. Creating a delegation request
2. Accepting the delegation request

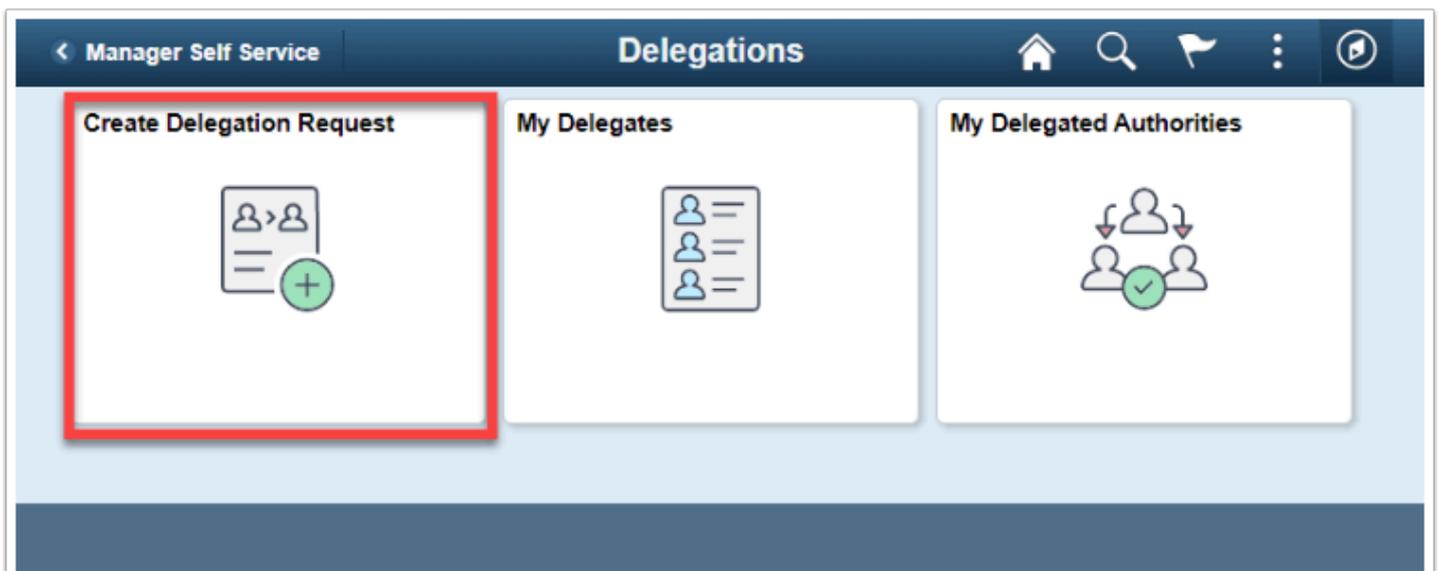
## Creating and Accepting Absence Mgmt and T&L Delegation

### Creating Delegation Request

**Navigation:** Manager Self Service (Fluid Page) > Delegations (Tile)



1. Delegations tile displays three tiles:
  - Create Delegation Request
  - My Delegates
  - My Delegated Authorities
2. Select the **Create Delegation Request** tile.



3. The **Delegation Request** page displays.
4. The process starts at Step 1 of 4: Delegation Dates.
5. Enter the **Start Date** and **End Date**. Leave End Date blank for open ended delegation.
6. Enter any comments in the Comments text box.

7. Select the **Next** button.

The screenshot shows the 'Delegation Request' form at Step 1 of 4: Delegation Dates. The navigation bar at the top has four steps: 1. Delegation Dates (highlighted with a red box and a green circle), 2. Delegates, 3. Transactions, and 4. Review and Submit. A 'Next >' button is visible in the top right corner. The main form area contains fields for: \*Start Date (06/03/2020), End Date (06/03/2020), a note 'Leave blank for open-ended delegations', and \*Comment (TEST). A red box highlights the date and comment fields.

8. **Step 2 of 4: Delegates** displays.

9. Select the **Add Delegates** tab.

The screenshot shows the 'Delegation Request' form at Step 2 of 4: Delegates. The navigation bar now highlights Step 2. The 'Add Delegate' button is circled in red. Below the buttons are columns for Name, Email ID, and Phone. A 'Photo' checkbox is also visible. The text '1 row' is shown in the top right corner of the table area.

10. The **Add Delegate** pagelet displays.

11. Enter the **User ID**.

12. If user ID is unknown, select the lookup icon.

13. The Lookup page displays.

14. Search Results will display.

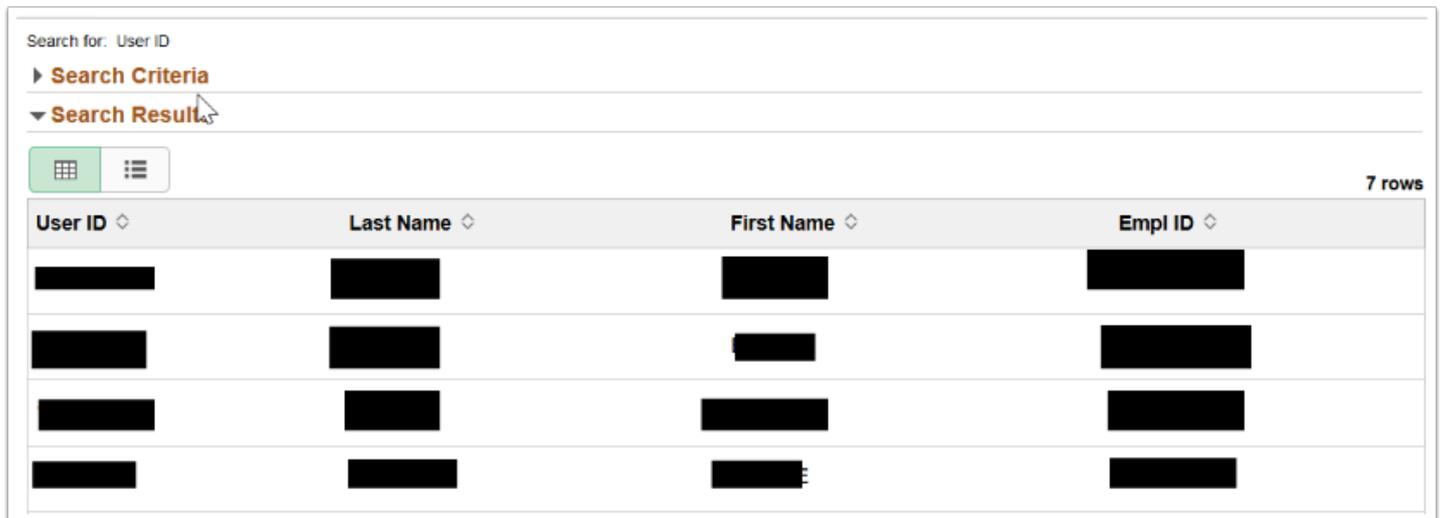
15. Or you can expand the **Search Criteria** section and enter needed criteria.

16. Select the **Search** button.

The screenshot shows the 'Lookup' page. It has a 'Cancel' button in the top left. The search criteria section is expanded, showing fields for: User ID (begins with), Last Name (begins with), First Name (begins with), and Empl ID (begins with). Each field has a search icon. A red box highlights the User ID field. Below the fields are 'Search' and 'Clear' buttons, with 'Search' highlighted in green. A 'Show Operators' link is in the top right.

17. **Search Results** display.

18. Select the **Supervisor**.



The screenshot shows a search interface with a search bar containing 'User ID'. Below the search bar are two expandable sections: 'Search Criteria' and 'Search Results'. The 'Search Results' section is expanded, showing a table with 7 rows. The table has four columns: 'User ID', 'Last Name', 'First Name', and 'Empl ID'. All data in the table is redacted with black boxes. There are icons for grid and list views, and a '7 rows' indicator in the top right corner.

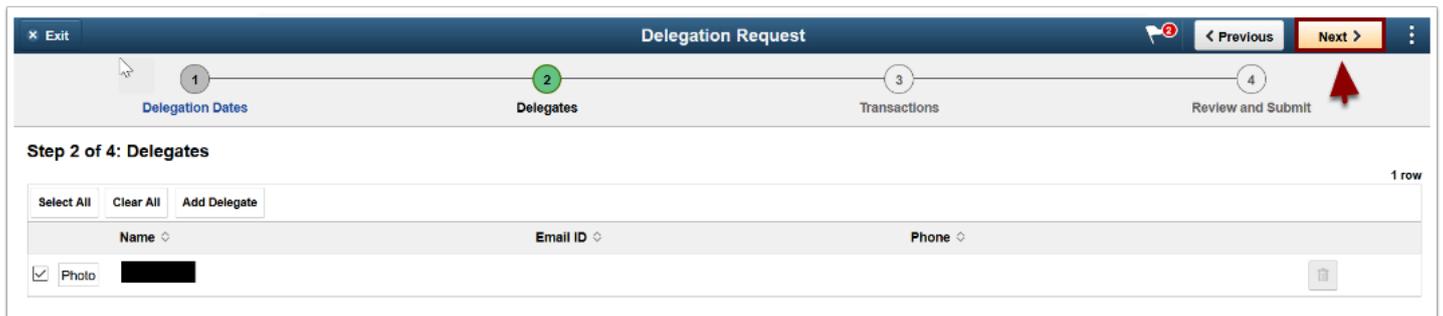
User ID	Last Name	First Name	Empl ID
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

19. The **Add Delegate** pagelet displays.

20. The **User ID** field is now populated.

21. Select the **Done** button to return to Step 2 of 4: Delegates page.

22. Select the **Next** button.



The screenshot shows the 'Delegation Request' page at 'Step 2 of 4: Delegates'. The page has a progress bar at the top with four steps: 'Delegation Dates', 'Delegates' (current step), 'Transactions', and 'Review and Submit'. The 'Delegates' step is highlighted with a green circle. Below the progress bar, there are buttons for 'Select All', 'Clear All', and 'Add Delegate'. The main content area shows a table with one row. The table has three columns: 'Name', 'Email ID', and 'Phone'. The 'Name' column contains a photo icon and a redacted name. The 'Email ID' and 'Phone' columns are redacted. There is a 'Photo' checkbox and a trash icon in the bottom right corner of the table.

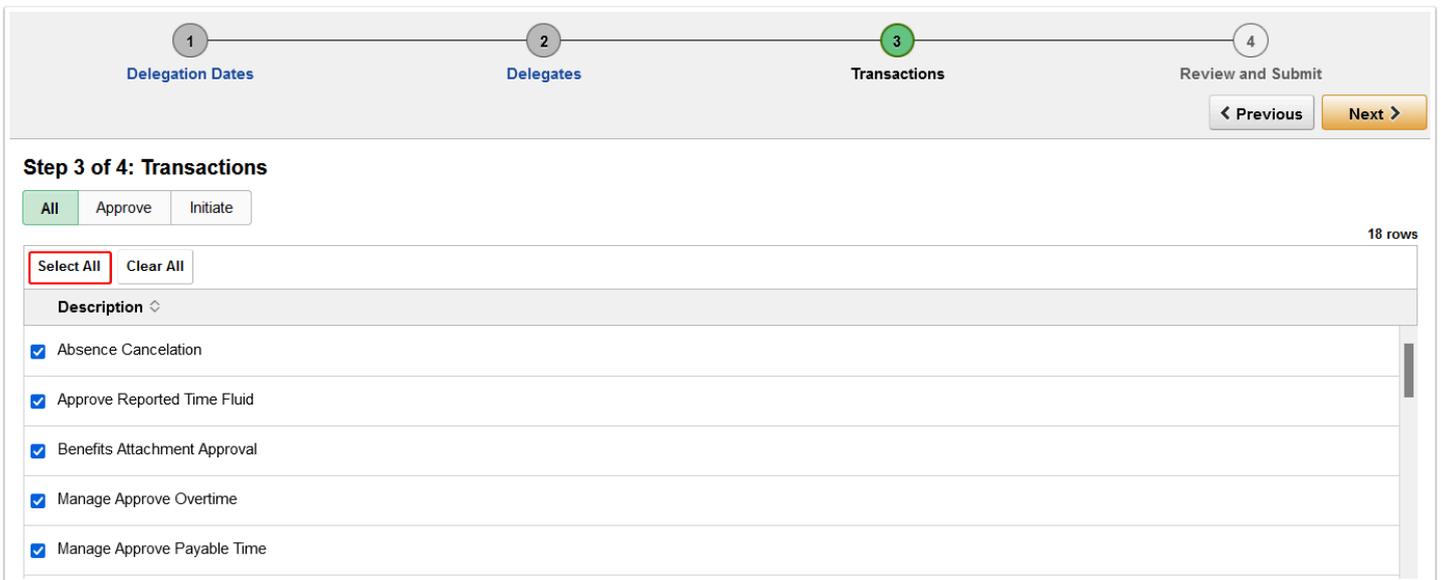
Name	Email ID	Phone
<input checked="" type="checkbox"/> Photo [REDACTED]	[REDACTED]	[REDACTED]

23. **Step 3 of 4: Transactions** page displays.

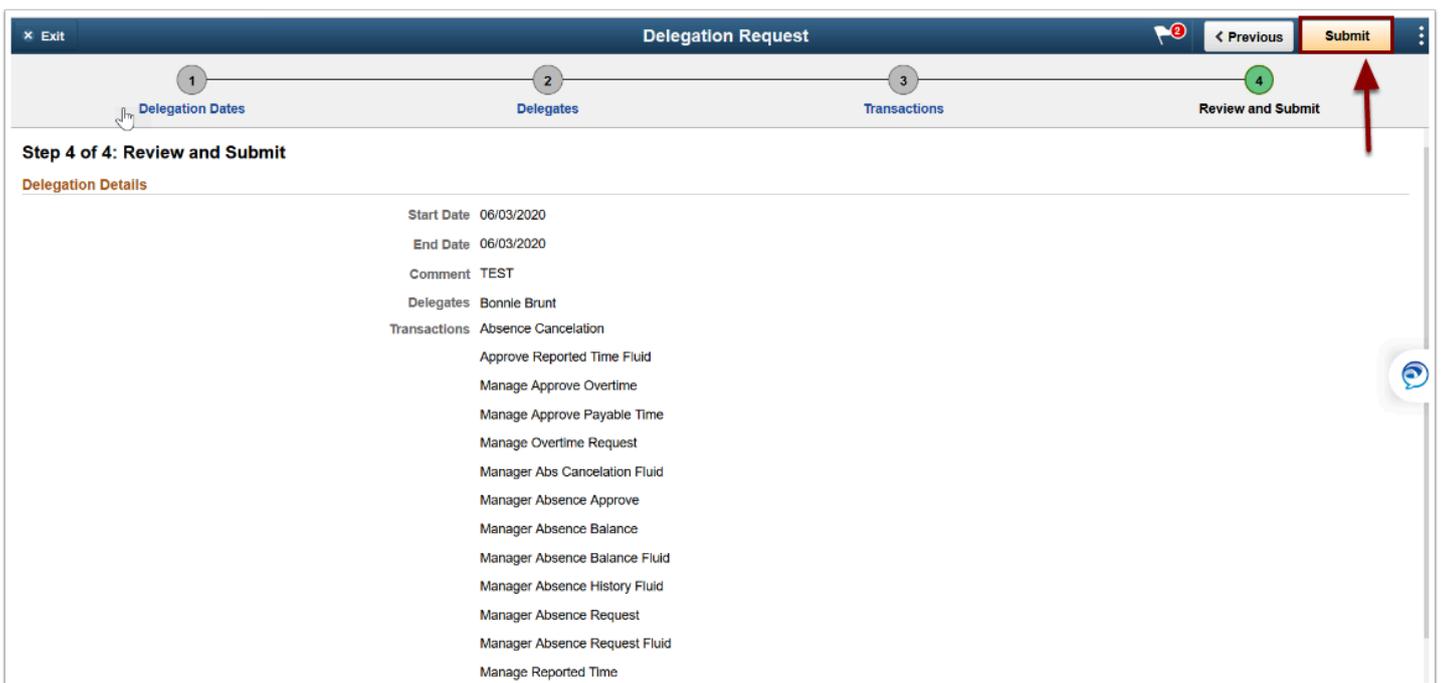
24. This page determines which transactions you are delegating.

25. Choose the **Select All** button.

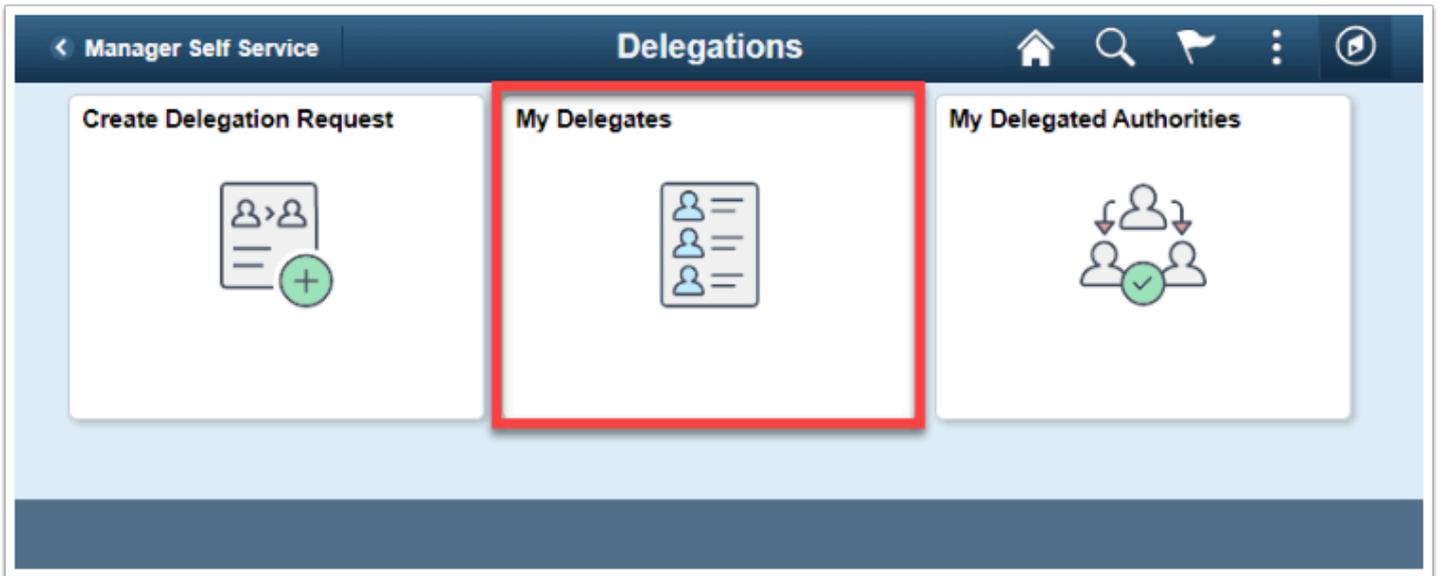
26. Select the **Next** button.



27. **Step 4 of 4: Review and Submit** page displays.
28. Review the details of the Delegation.
29. Select the **Submit** button.



30. The Submit action returns you to to the main **Delegations** page.
31. Select the **My Delegates** tile.



32. Page displays all active **Delegation Status**.

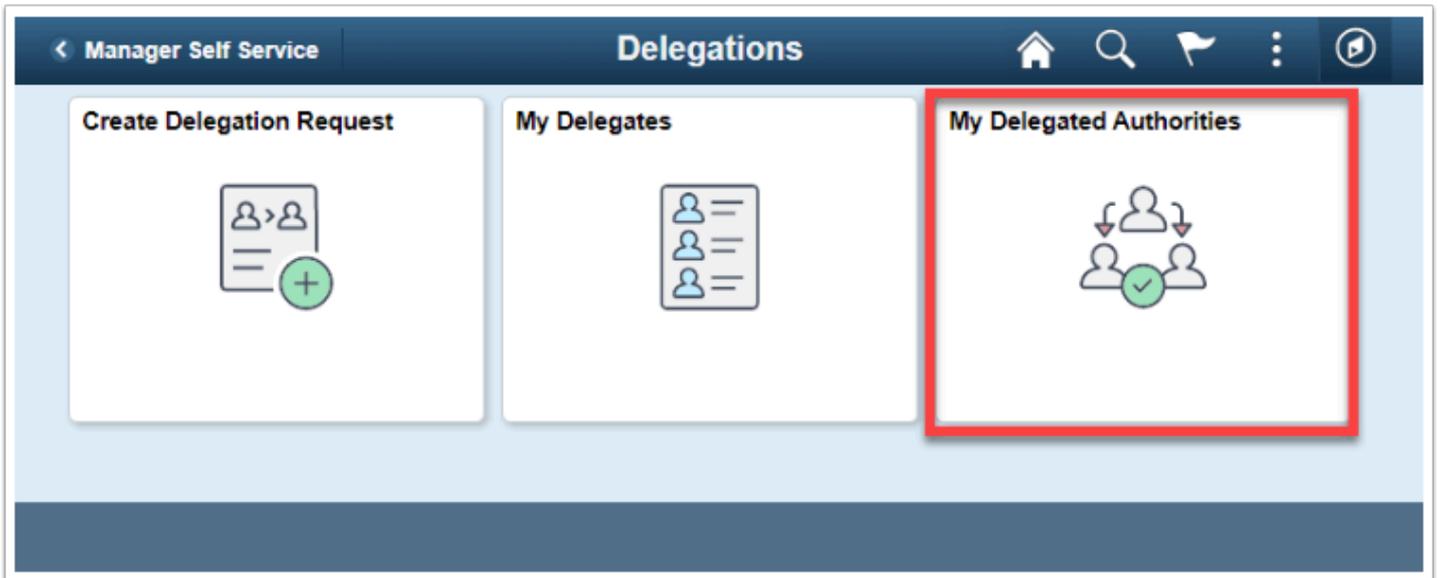
<input checked="" type="radio"/> Active <input type="radio"/> Accepted <input type="radio"/> Ended <input type="radio"/> Rejected <input type="radio"/> Revoked <input type="radio"/> Submitted			
Revoke			
Transactions	Delegates	Start Date / End Date	Request Status
<input type="checkbox"/> Absence Cancelation, Manager Absence Balance, Manager Absence Request, Manager Absence Approve, Manager Absence Balance Fluid, Manager Abs Cancelation Fluid, Manager Absence Request Fluid, Manager Absence History Fluid, Approve Reported Time Fluid, Manage Report Time Fluid, Manage Reported Time, Manage Approve Overtime, Manage Overtime Request, Manage Approve Payable Time	██████████	06/03/2020 06/03/2020	Submitted
<input type="checkbox"/> Absence Cancelation, Manager Absence Balance, Manager Absence Request, Manager Absence Approve, Manager Absence Balance Fluid, Manager Abs Cancelation Fluid, Manager Absence Request Fluid, Manager Absence History Fluid, Approve Reported Time Fluid, Manage Report Time Fluid, Manage Reported Time, Manage Approve Overtime, Manage Overtime Request, Manage Approve Payable Time	██████████	06/02/2020	Accepted

33. The process to Create Delegation Request is complete.

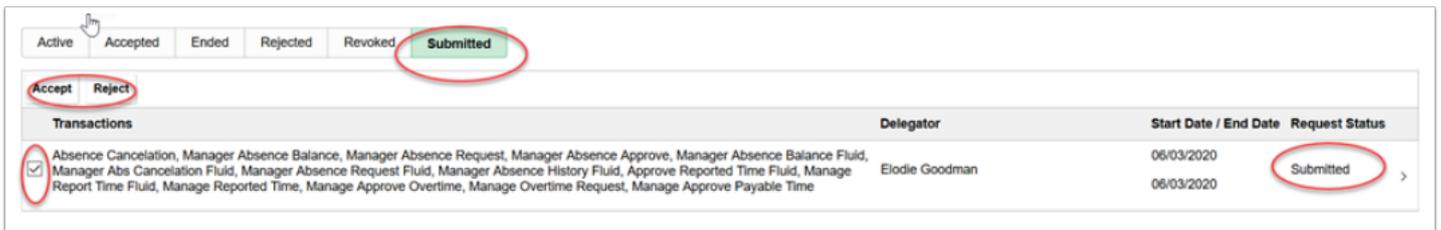
## Accepting Delegation Request

**Navigation: Manager Self Service (Fluid Page) > Delegations (Tile)**

1. The Delegations page displays.
2. Select the **My Delegated Authorities** tile.



3. The **My Delegated Authorities** page displays.
4. The Submitted tab defaults and shows **submitted** delegations.
5. Select the check box to the left and select **Accept**.



6. A confirmation message displays.
7. Select **Yes**.
8. A message displays confirming the submission of the delegation request.
9. Select **Accepted** and review the delegated roles, Start Date and status of the request.
10. Process to Accept Delegation is complete.
11. End of procedure.