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.

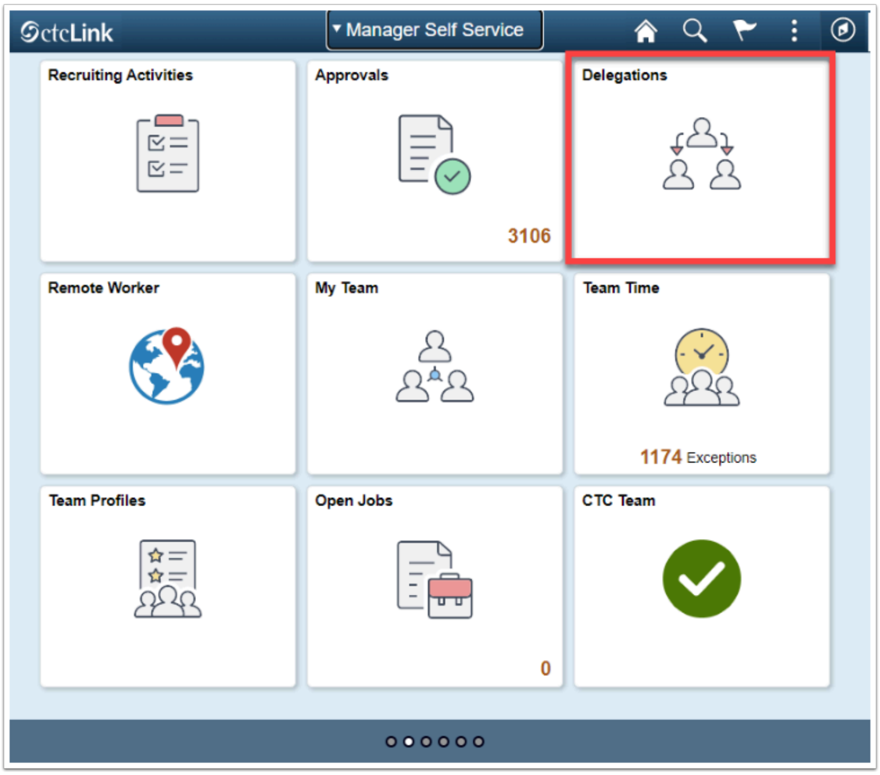
Delegation is a two-step process:

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

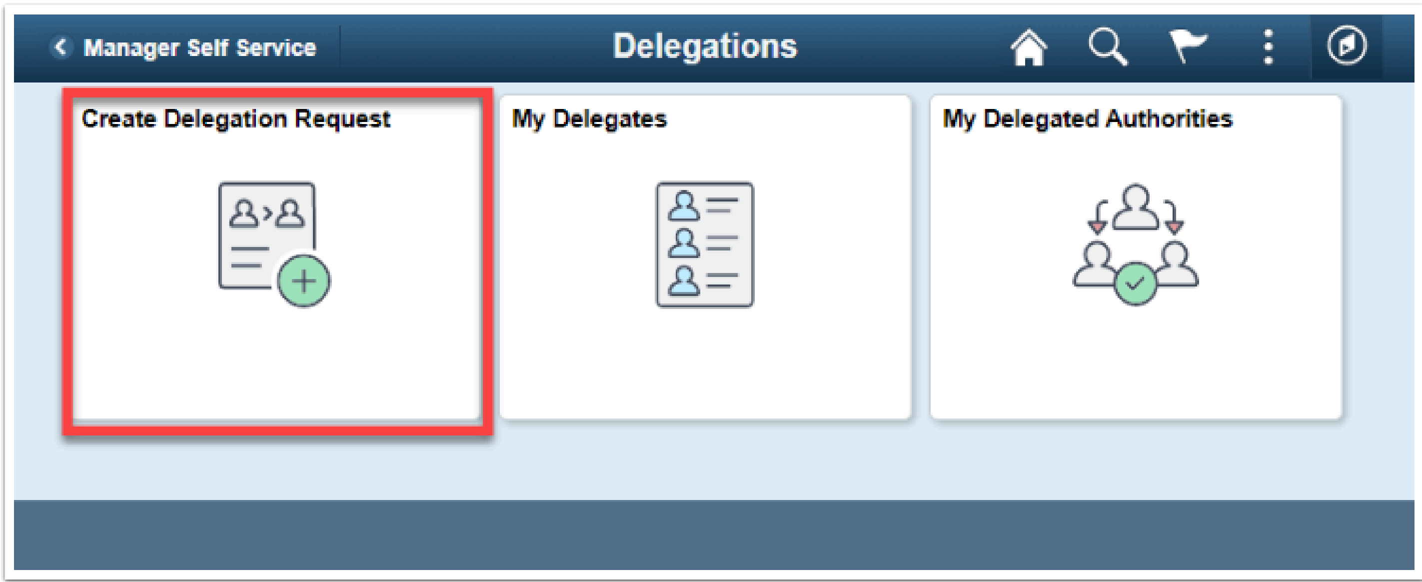
Creating and Accepting Absence Mgmt and T&L Delegation

Creating Delegation Request

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

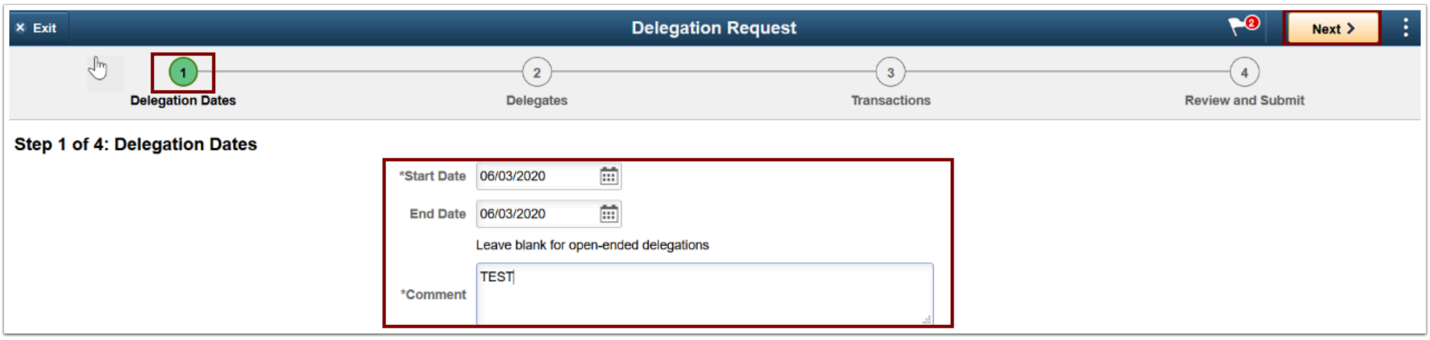


1. Delegations tile displays three tiles:
   - Create Delegation Request
   - My Delegates
   - My Delegated Authorities
2. Select the **Create Delegation Request** tile.

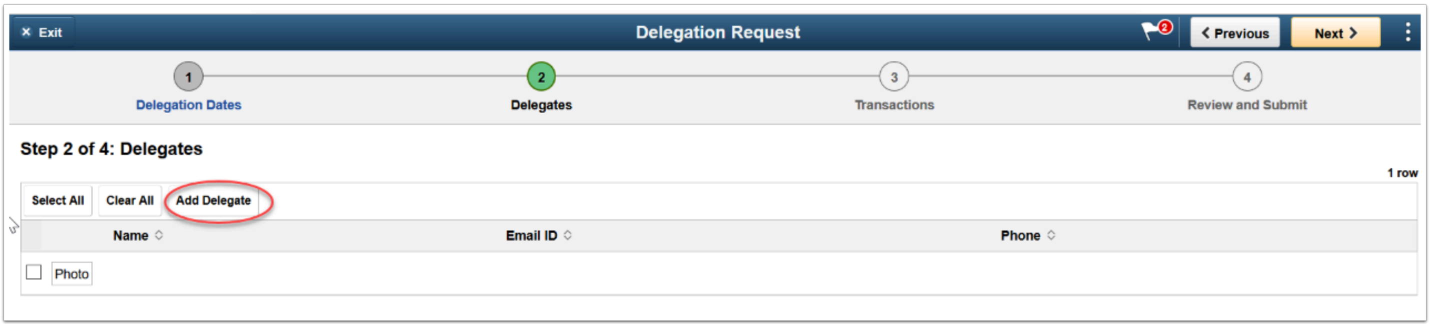


3. The **Delegation Request** page displays.
4. The process starts at Step 1 of 4: Delegation Dates.
5. Enter the **Start Date** and **End Date**. Leave End Date blank for open ended delegation.
6. Enter any comments in the Comments text box.

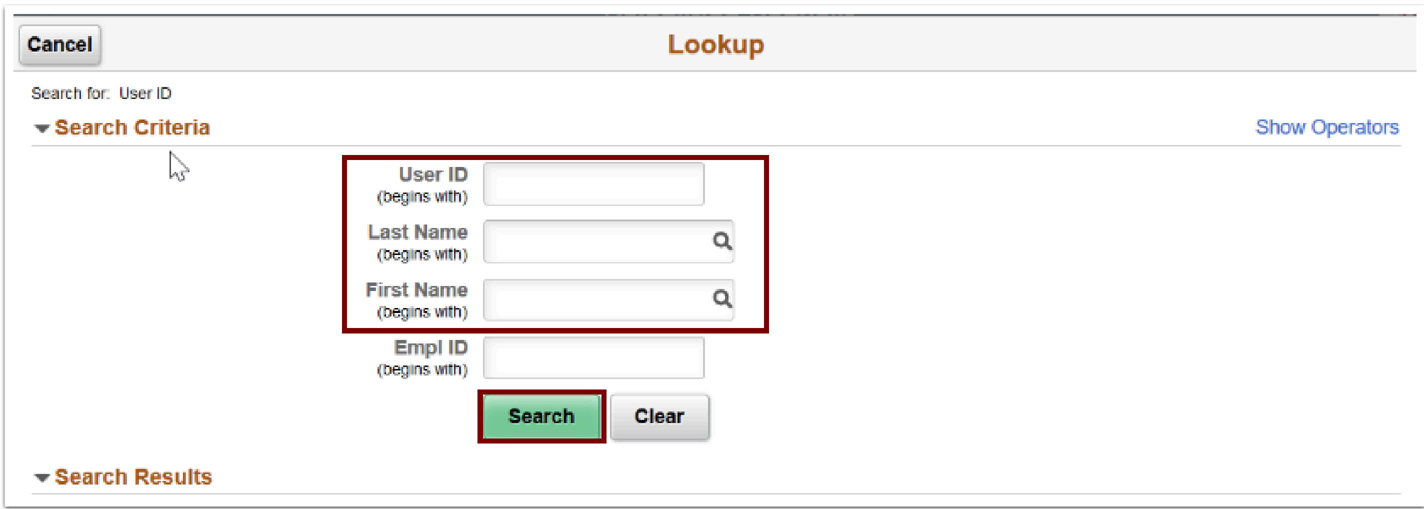
7. Select the **Next** button.



8. **Step 2 of 4: Delegates** displays.
9. Select the **Add Delegates** tab.

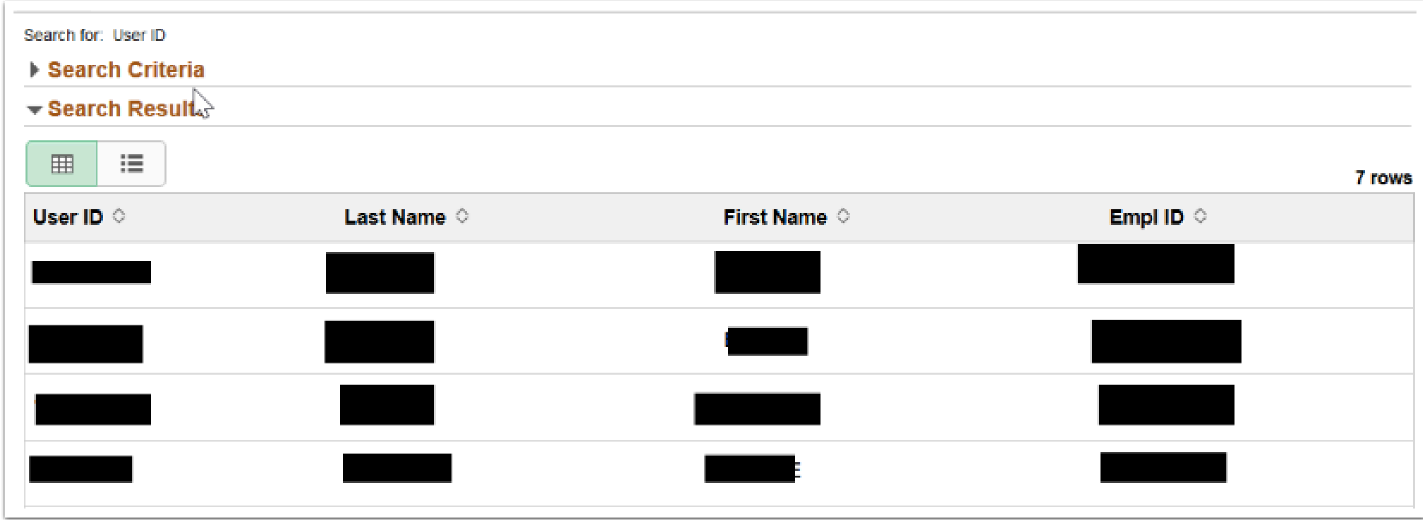


10. The **Add Delegate** pagelet displays.
11. Enter the **User ID**.
12. If user ID is unknown, select the lookup icon.
13. The Lookup page displays.
14. Search Results will display.
15. Or you can expand the **Search Criteria** section and enter needed criteria.
16. Select the **Search** button.

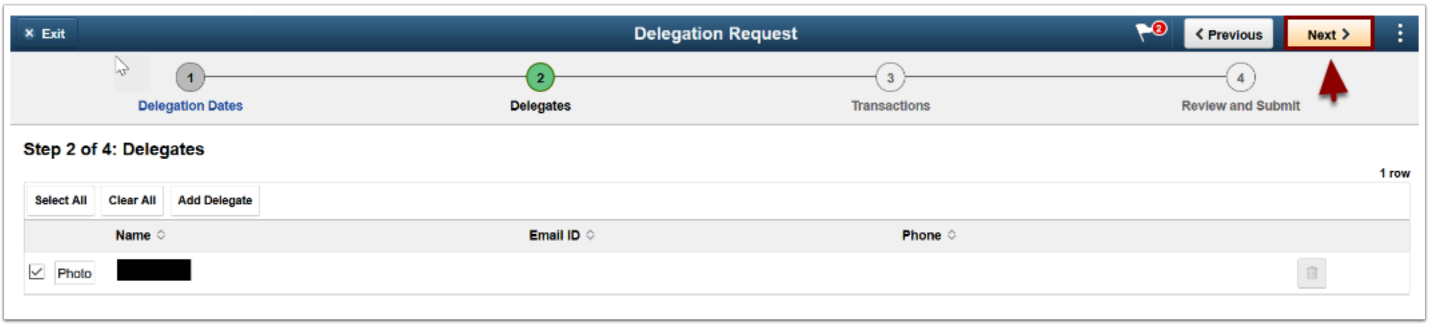


17. **Search Results** display.

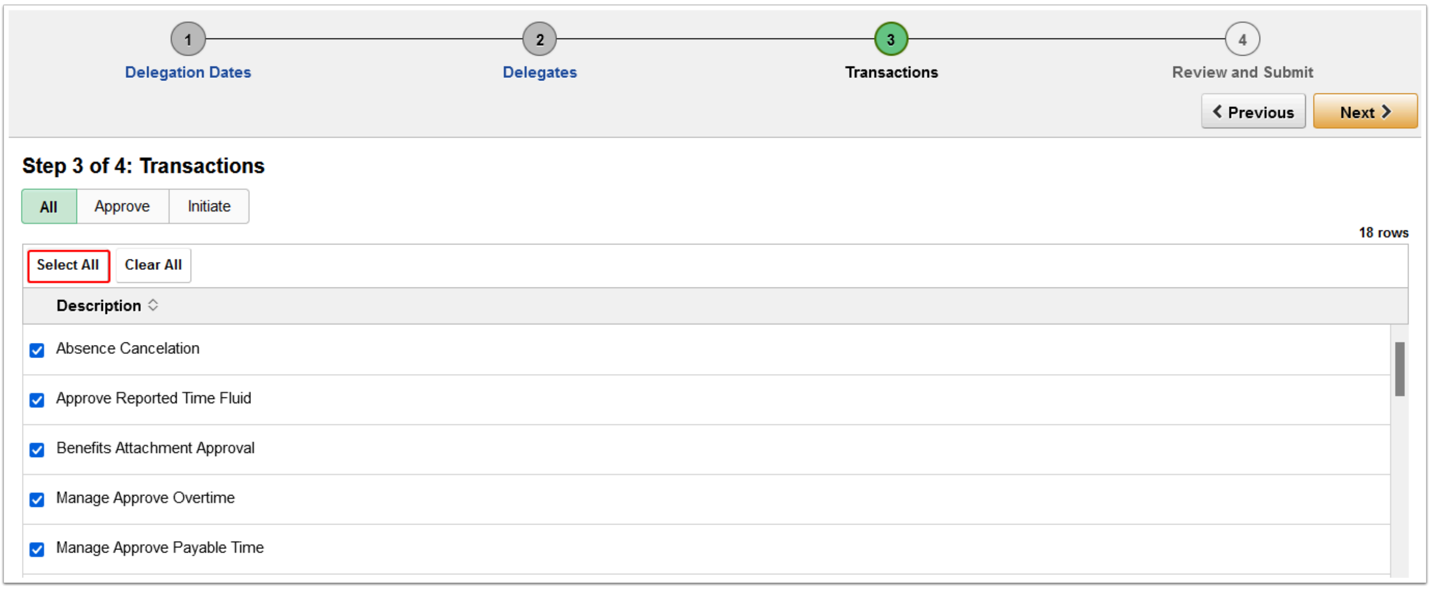
18. Select the **Supervisor**.



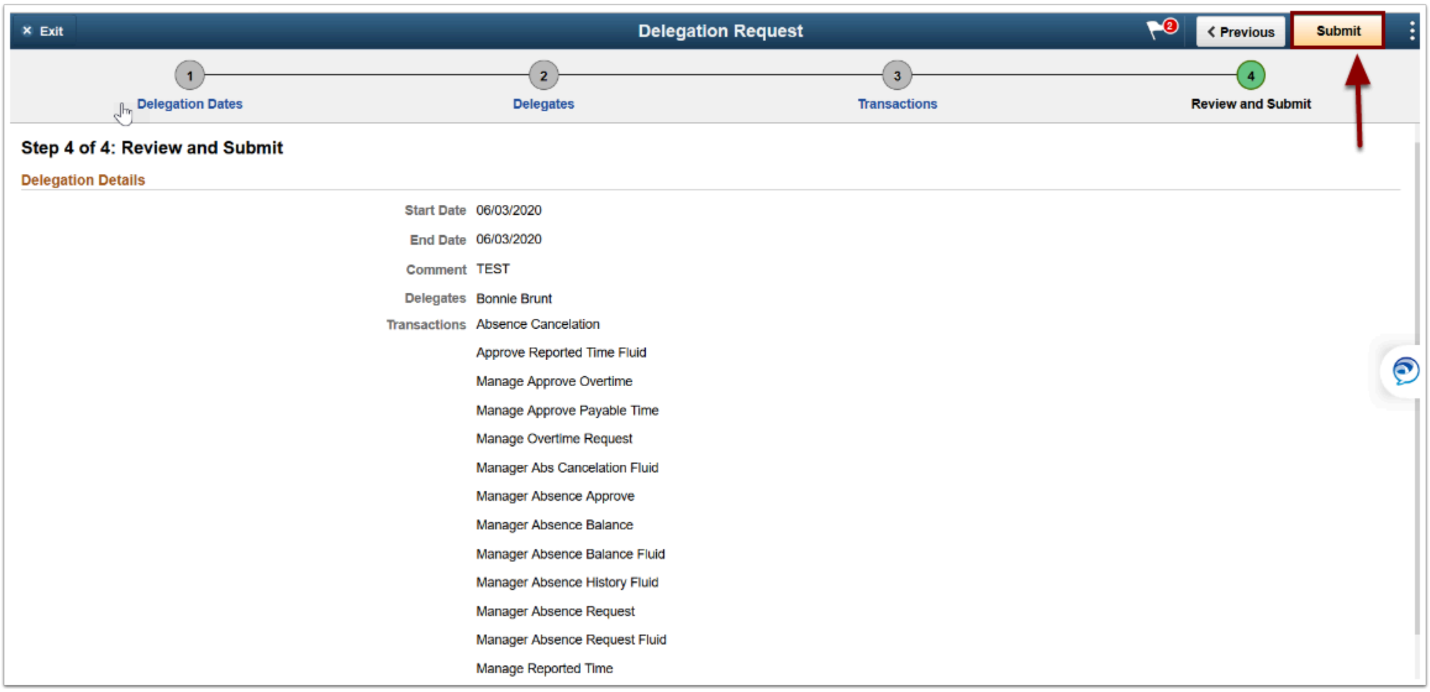
19. The **Add Delegate** pagelet displays.
20. The **User ID** field is now populated.
21. Select the **Done** button to return to Step 2 of 4: Delegates page.
22. Select the **Next** button.



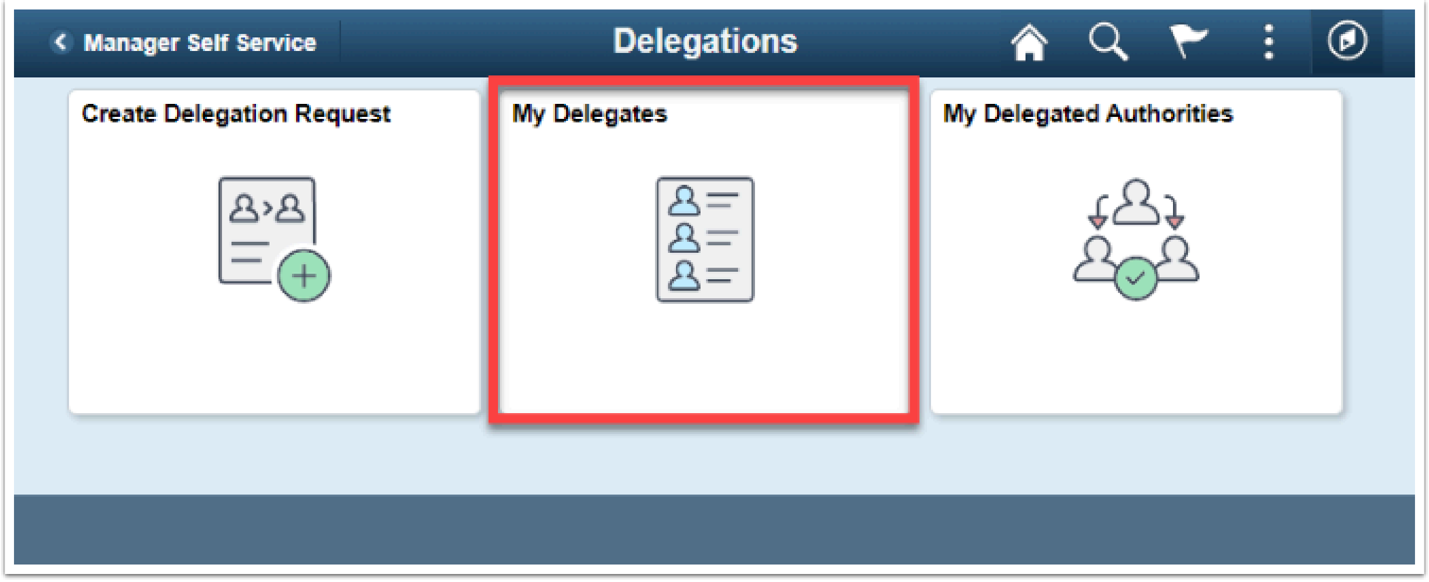
23. **Step 3 of 4: Transactions** page displays.
24. This page determines which transactions you are delegating.
25. Choose the **Select All** button.
26. Select the **Next** button.



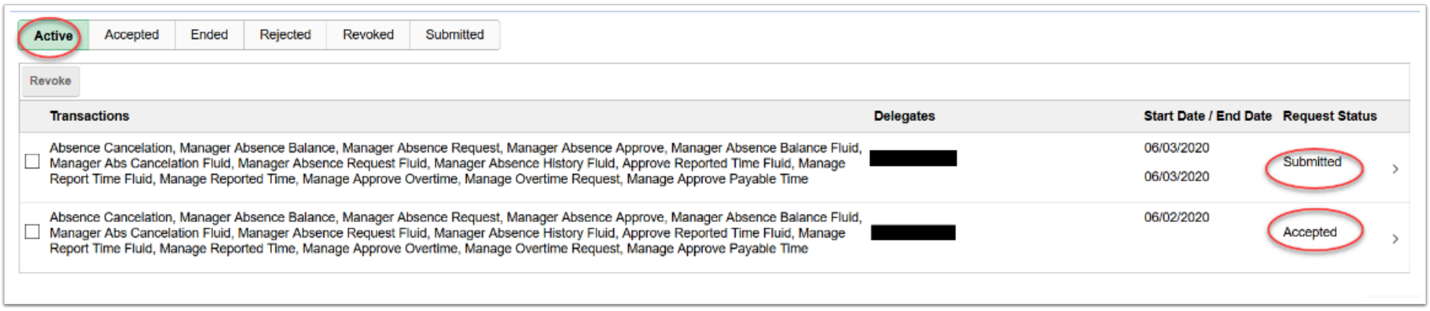
27. **Step 4 of 4: Review and Submit** page displays.
28. Review the details of the Delegation.
29. Select the **Submit** button.



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.**

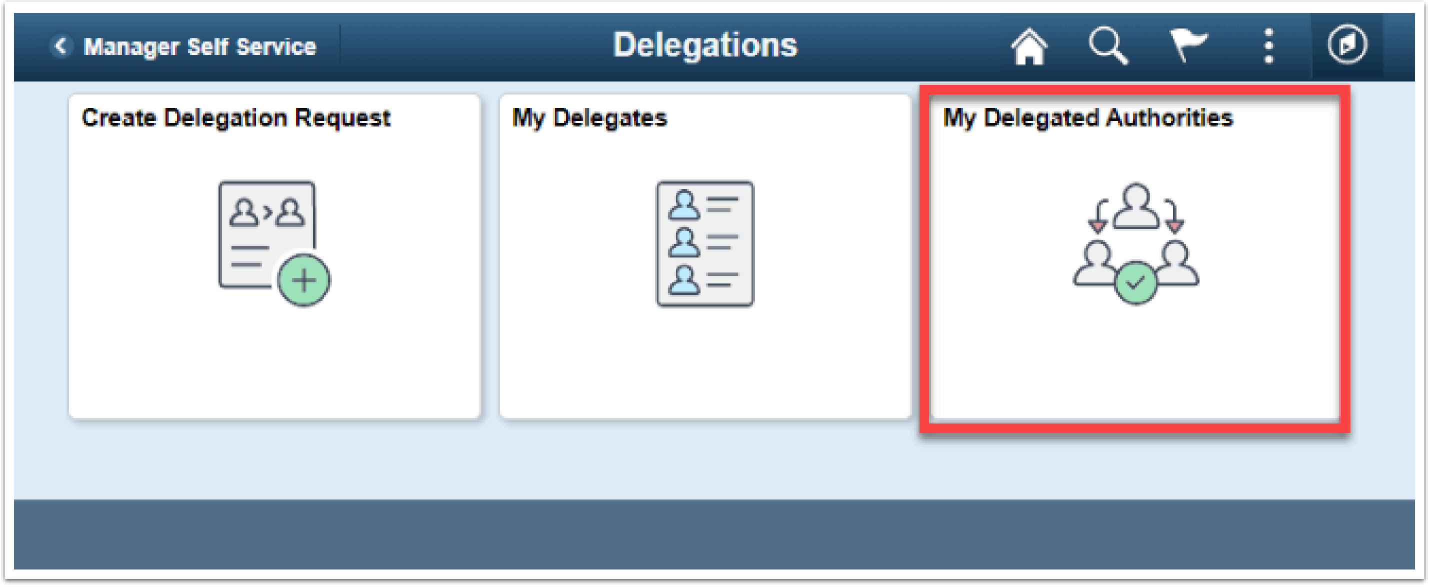


33. The process to Create Delegation Request is complete.

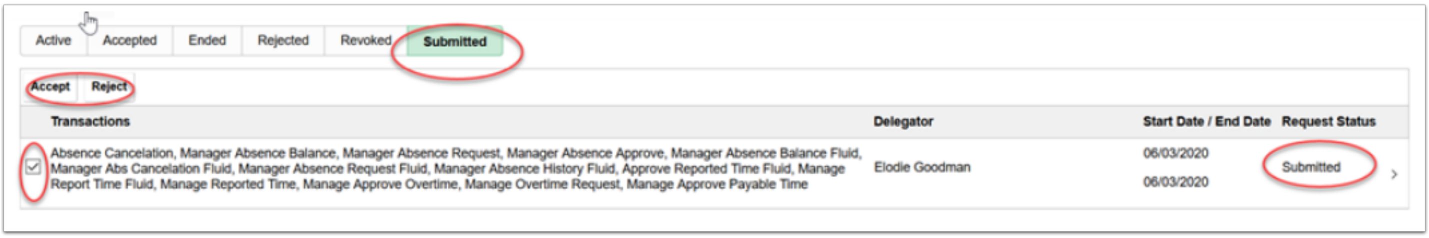
Accepting Delegation Request

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.