

## 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.

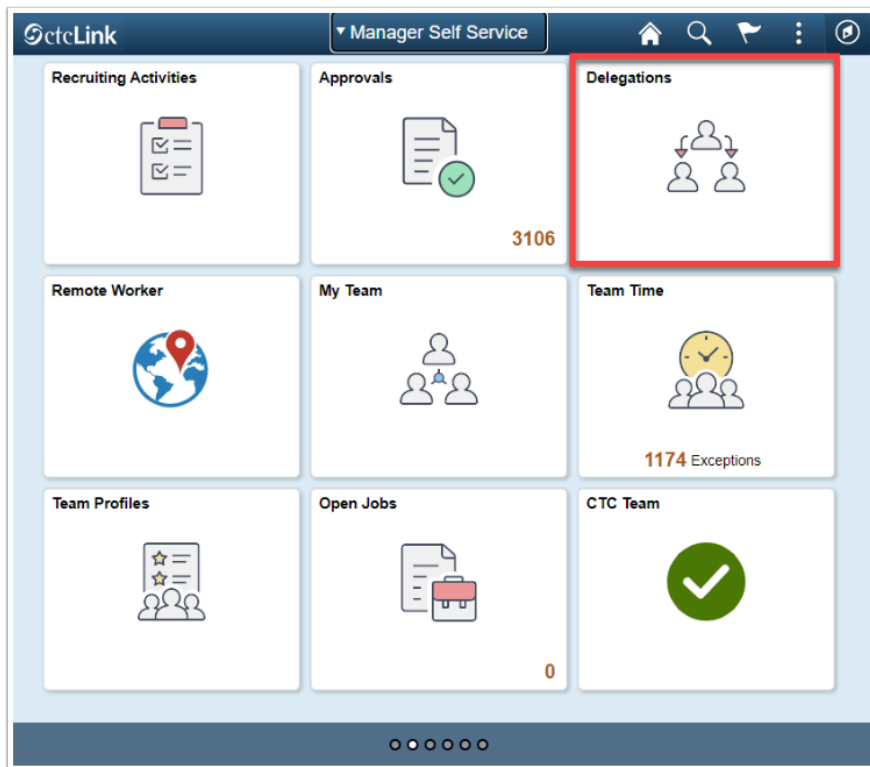
Delegation is a two-step process:

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

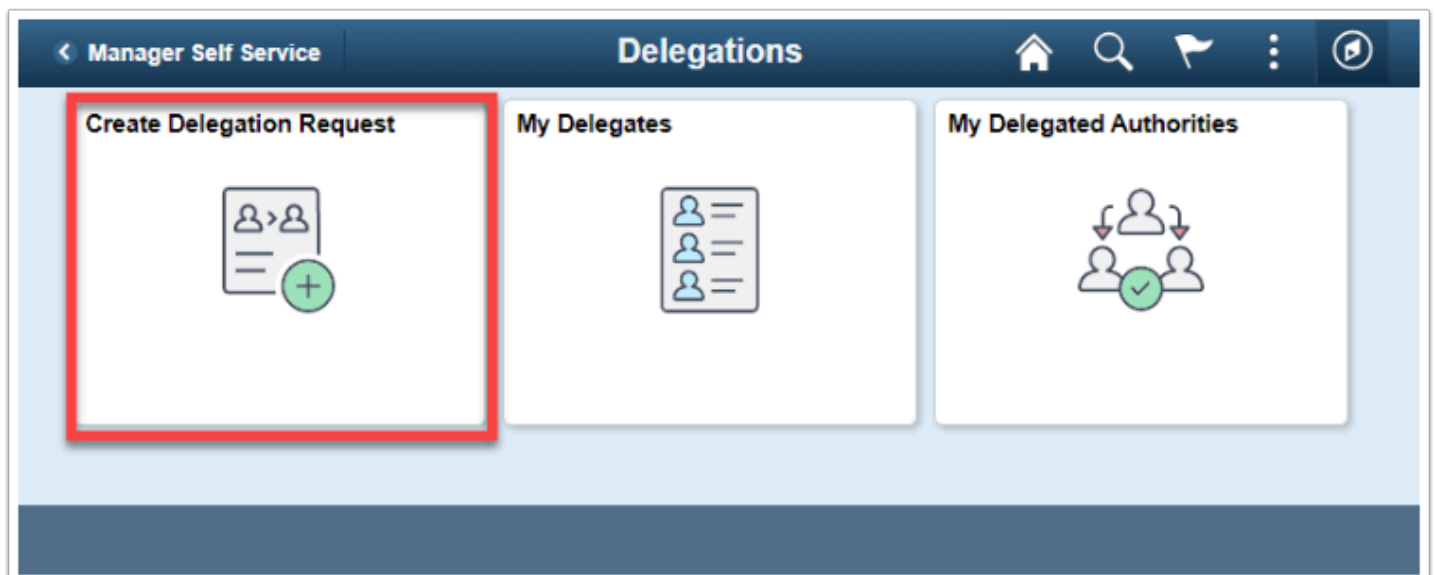
### Creating and Accepting Absence Mgmt and T&L Delegation

#### 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 top navigation bar includes an 'Exit' button, the title 'Delegation Request', a notification icon with a red '2', and a 'Next >' button. Below the navigation bar, four steps are listed: 'Delegation Dates' (Step 1), 'Delegates' (Step 2), 'Transactions' (Step 3), and 'Review and Submit' (Step 4). The main content area is titled 'Step 1 of 4: Delegation Dates'. It contains a red-bordered box with the following fields: '\*Start Date' (06/03/2020), 'End Date' (06/03/2020), a note 'Leave blank for open-ended delegations', and '\*Comment' (TEST).

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 top navigation bar is similar to the previous step, but the 'Next >' button is replaced by '< Previous' and 'Next >'. The steps listed are 'Delegation Dates' (Step 1), 'Delegates' (Step 2), 'Transactions' (Step 3), and 'Review and Submit' (Step 4). The main content area is titled 'Step 2 of 4: Delegates'. It features a table with columns 'Name', 'Email ID', and 'Phone'. Above the table are buttons for 'Select All', 'Clear All', and 'Add Delegate' (which is circled in red). Below the table is a 'Photo' checkbox. The table currently shows '1 row'.

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 at the top left. The main heading is 'Lookup'. Below it, there is a search bar with the text 'Search for: User ID'. To the right of the search bar is a 'Show Operators' link. Below the search bar is a section titled 'Search Criteria' with a dropdown arrow. This section contains four input fields: 'User ID (begins with)', 'Last Name (begins with)', 'First Name (begins with)', and 'Empl ID (begins with)'. Each field has a magnifying glass icon to its right. Below these fields are 'Search' and 'Clear' buttons. At the bottom, there is a section titled 'Search Results' with a dropdown arrow.



17. **Search Results** display.

18. Select the **Supervisor**.

Search for: User ID

► **Search Criteria**

▼ **Search Results**

7 rows

User ID	Last Name	First Name	Empl ID

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.

✕ Exit

Delegation Request

 2

< Previous

Next >

1

Delegation Dates

2

Delegates

3

Transactions


4


Review and Submit

Step 2 of 4: Delegates

1 row

Select All Clear All Add Delegate

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



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.

1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

< Previous Next >

**Step 3 of 4: Transactions**

All Approve Initiate

Select All Clear All

Description

- ☒ Absence Cancellation
- ☒ Approve Reported Time Fluid
- ☒ Benefits Attachment Approval
- ☒ Manage Approve Overtime
- ☒ Manage Approve Payable Time

18 rows

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

\* Exit Delegation Request < Previous Submit

1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

**Step 4 of 4: Review and Submit**

Delegation Details

Start Date 06/03/2020

End Date 06/03/2020

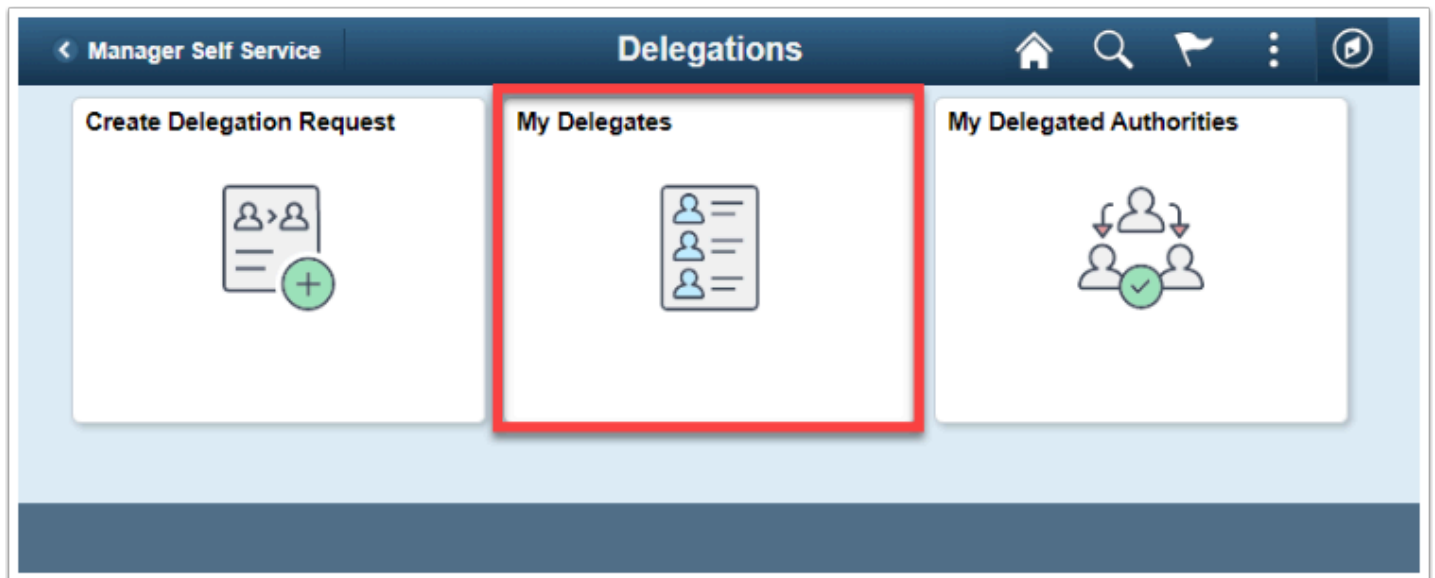
Comment TEST

Delegates Bonnie Brunt

Transactions Absence Cancellation

- Approve Reported Time Fluid
- Manage Approve Overtime
- Manage Approve Payable Time
- Manage Overtime Request
- Manager Abs Cancellation Fluid
- Manager Absence Approve
- Manager Absence Balance
- Manager Absence Balance Fluid
- Manager Absence History Fluid
- Manager Absence Request
- Manager Absence Request Fluid
- Manage Reported Time

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**.

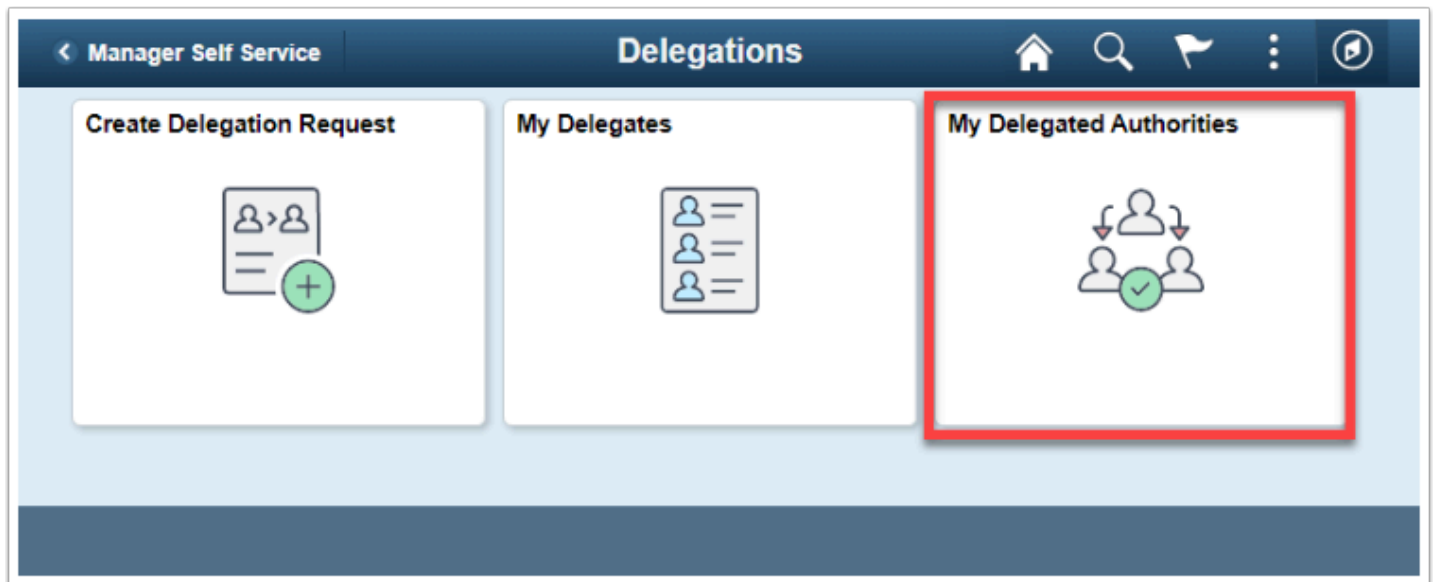
<div> <div>Active</div> <div>Accepted</div> <div>Ended</div> <div>Rejected</div> <div>Revoked</div> <div>Submitted</div> </div>				
<div>Revoke</div>				
Transactions	Delegates	Start Date / End Date	Request Status	
<input type="checkbox"/> Absence Cancellation, Manager Absence Balance, Manager Absence Request, Manager Absence Approve, Manager Absence Balance Fluid, Manager Abs Cancellation 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 Cancellation, Manager Absence Balance, Manager Absence Request, Manager Absence Approve, Manager Absence Balance Fluid, Manager Abs Cancellation 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.

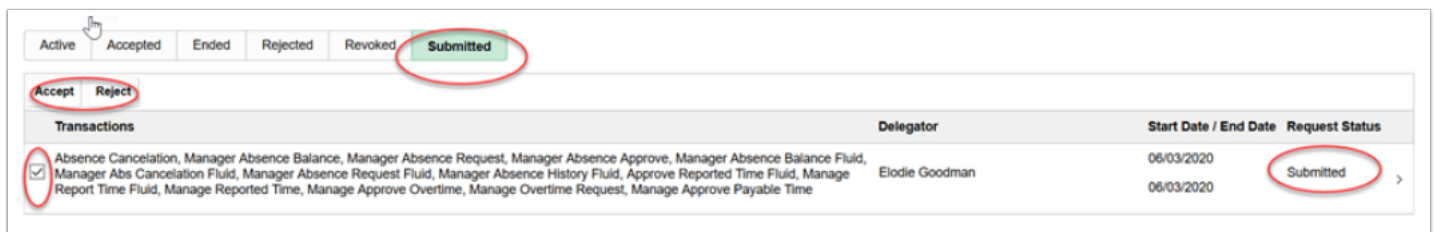
## Accepting Delegation Request

**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.