PROCEDURES FOR DELEGATIONS FOR TIMESHEET APPROVALS

PURPOSE: To document the appropriate steps of delegation for timesheet approvals.

1.) Temporary delegation to an unclassified supervisor employee.
2.) Temporary delegation to an unclassified non-supervisor employee for timesheet approval.

These procedures are for delegating temporary timesheet approval to a different supervisor, not for a permanent supervisor change.

Please refer to page 4 for a visual of the procedures.

TASKS:

1.) To delegate to another unclassified supervisor temporarily, please follow the Policy Profile/Supervisor Guide on page 53 located at:
http://mytime.oregonstate.edu/sites/default/files/empcenter-sup-user-guide.pdf
This user guide provides step by step directions and screen shots for the supervisors use.

2.) To delegate to another unclassified (non-supervisor) as a temporary coverage due to leave, please submit your request by email to the HR Officer-HR Records employee (Jennifer Short), Jennifer.Short@oregonstate.edu in your request, please include:
   • Manager’s name requesting the delegation and ID number of that employee.
   • Who the delegations would be to (unclassified employee name & ID number of that employee).
   • The assignment name that you wish to delegate to them. This will delegate all of the current supervisor’s employees to the new requested supervisor.
   • A start date
   • An end date

Example of a submission:

<table>
<thead>
<tr>
<th>Unclassified non-supervisor Request Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requesting managers name:</td>
</tr>
<tr>
<td>Who is will be delegated to:</td>
</tr>
<tr>
<td>Assignment name</td>
</tr>
<tr>
<td>Start Date</td>
</tr>
<tr>
<td>End Date</td>
</tr>
</tbody>
</table>

Decision Maker: The HR Officer- HR Records employee (Jennifer Short).
Turnaround Time: Requests will be completed within 2 business days.
Communication: The HR Officer- HR Records employee (Jennifer Short) will notify the requesting manager and Business Center Human Resource Manager of their decision.

Finalization: If approved, the HR Officer- HR Records employee (Jennifer Short) will make the delegation changes in EmpCenter.

SUBJECT MATTER EXPERT:
Jennifer Short
Human Resource Officer
122 Kerr Admin
(541)-737-3609
Jennifer.Short@oregonstate.edu

COMPLIANCE:
Collective Bargaining Agreement, Oregon University System, SEIU Local 503 OPEU
www.ous.edu/dept/finadmin/labor

MAINTENANCE OF TASK:
Annual or as changes are needed

DATE OF IMPLEMENTATION OR REVISION: 09/25/2013
What employee class are you delegating to?

1. Unclassified supervisor approver
   - Login into Empcenter and you will be brought to your supervisor dashboard
   - Click on Manager Delegations
   - Click on Delegate Authority
   - Click search on the search criteria window. You do NOT need to enter anything in group
   - On the “Choose Delegate Options” window, select the assignment group you are delegating
   - Enter the start and end dates that you are delegating your employees for and whether to allow re-delegation. Then click “Next.”
   - Enter criteria to search for the supervisor you would like to delegate to, then click “Search.”
   - Select the supervisor from the list and click “Select”
   - You’ll receive confirmation that the delegation was successful, click continue to return to the delegation page.

2. Unclassified (non-supervisor)
   - Must submit your request to the HR Officer - HR Records.
   - The request must include the following:
     - Manager’s name requesting the delegation and ID number of that employee.
     - Who the delegations would be too (unclassified employee name & ID number of that employee).
     - Timesheet Org & the assignment name that you wish to delegate to them.
     - A start date
     - An end date
   - The HR Office-HR Records will consider request
   - Request will be completed within 2 business days
   - The HR Officer-HR Records will notify the requesting manager & BC HRM of their decision
   - The HR Officer-HR Records will delegate employee to the requested approver if approved.

END