

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:

Unclassified non-supervisor Request Example	
Requesting managers name:	Jane Doe (unclassified)
Who is will be delegated to:	Bob eran (unclassified non-supervisor)
Assignment name	AABC Finance Project coordinator
Start Date	9/1/2013
End Date	12/1/2013

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](http://www.ous.edu/dept/finadmin/labor)

MAINTENANCE OF TASK:

Annual or as changes are needed

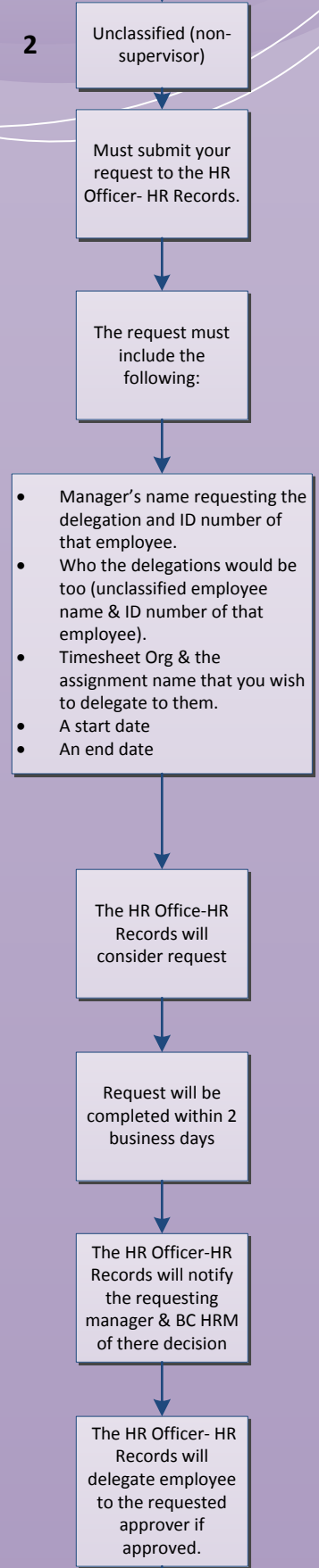
DATE OF IMPLEMENTATION OR REVISION: 09/25/2013

What employee class are you delegating to?

1



2



END

3