Add or Remove Employees in a Time Approval Delegate Group

Important Information

- You must have the **TL TIME ENTRY USERS**, **TL TIME ENTRY APPROVER**, or **TL DELEGATE GROUP UPDATER** role to access this page and update a Time Approval Delegate Group.
- Time Approval Delegate Groups for new Supervisor IDs on a job record are created in a nightly process.
- If you would like help setting up a Time Approval Delegate Group, submit a request to the University Payroll Office with the following information:
  - **To**: payroll@umich.edu
  - **Subject**: Delegate Set Up
  - **Body**: Name/uniqname of the Supervisor and names/uniqnames of the delegates to be added
- Approvers can maintain their Time Approval Delegate Group by adding or removing employees as needed. Groups can contain up to five delegates.

Navigation

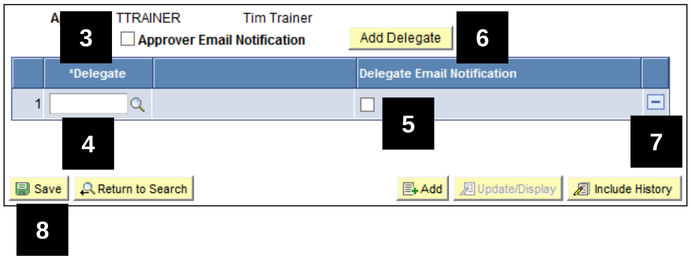
*Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > **Approval Delegate Group***

Find an Existing Value Page

1. To access a Time Approval Delegate Group, enter the Supervisor's uniqname in the **Delegate Owner** field.
2. Click **Search**.

Note: If no matching values are found, the person you are searching for is not a Supervisor ID on an employee's job record. To find Supervisor ID information, follow steps 1-7 in the Uploading Employee Supervisor Information reference document. If you continue to experience issues, contact the individual in your unit who is responsible for updating Supervisor ID.

Delegate Setup Page



3. Check the **Approver Email Notification** box if you wish to receive event based notifications when an employee submits a timesheet for approval.

Note: Event based notifications are not effective until after the HRMS Upgrade on June 29.

4. Enter or Lookup the uniqname of the employee you want added to the Time Approval Delegate Group in the **Delegate** column.
5. Check the **Delegate Email Notifications** box if you would like your delegate to receive event based notifications when an employee submits a timesheet for approval.

Note: Event based notifications are not effective until after the HRMS Upgrade on June 29.

6. Click **Add Delegate** to add additional rows.

Note: Only five delegates can be added to a group.

7. Click **Delete row** to delete a delegate.
8. Click **Save**.