

Instructions for Ultipro Delegation Process:

While you are out for an extended period of time, you have the option in Ultipro to delegate another supervisor as an approver for timesheets/time off requests for employees under your supervision.

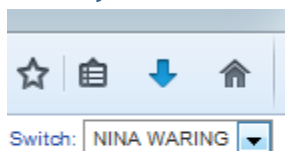
Here are the instructions to delegate:

1. Log into Ultipro
2. Go the Time Management under My Team
3. Click on the Preferences Tab
4. Click on the Delegation Tab
5. From the drop down menu under Delegation column select the supervisor that you are delegating to
6. In the “From” and “To” fields populate the dates you will be absent/not available
7. In the Web Access field select Supervisor Delegation
8. In the Pay Code field select WKHR for worked hours
9. Type, Notified, EMP Filter, GRP Filter, and Message should be left blank
10. Click Save in the top left corner

Delegation	From	To	Web Access	Pay Code	Type	Notified

Instructions for the Supervisor that is selected to approve another Supervisor’s team.

1. Log into Ultipro
2. Go to the Time Management under My Team
3. Check your In Box for a message



4. In the switch box at the top right corner you will be able to select either your name or the person who delegated responsibility to you
5. Select the appropriate name to view employees under that supervision
6. You can also go into Scheduler, Request and approve any time off that the delegated team may have entered