

Add or Edit TCP User Delegation

Managers can use the User Delegation function in TCP to grant access to their employees to others. There are two situations when User Delegation is appropriate to use:

- Peer-Manager Approval: If both the primary Manager and two-tier Manager will be unavailable to access TCP to review and respond to hours and leave requests, the primary Manager can delegate access to another Manager in their department that is at the same or a higher managerial level to review and approve their employees' time and leave requests.
 - Peer-Manager User Delegations should be entered for only the dates that both Managers are unavailable and are intended to be temporary.
- Timekeeper/Manager Access: When a Timekeeper who is also a Manager needs access to employees other than their direct reports, Managers can delegate access to their employees and positions to the Timekeeper/Manager.
 - Per HR Procedure HR-E-PR-36, Timeclock Procedure, "No Timekeeper/Manager who has received a delegated Manager role will use this delegated role for the purpose of handling other Manager approval duties for the delegating Manager; they will only use this delegated Manager role to perform timekeeping functions for their department."
 - The Manager submitting the User Delegation must also submit the [TCP Delegation Reporting Form](#).
 - Timekeeper/Manager User Delegations should be entered to span no longer than one fiscal year. A new TCP Delegation Reporting Form will need to be submitted and User Delegation renewed in TCP each Fiscal Year.

TCP Delegation Reporting Form

Note: This form is used to report any delegation action you have taken in TCP. This form will NOT complete that action.

Hi, Sam. When you submit this form, the owner will see your name and email address.

* Required

1. I authorized the following employee to have delegated access to, and solely perform timekeeping duties for, my direct reports (Last Name, First Name) *

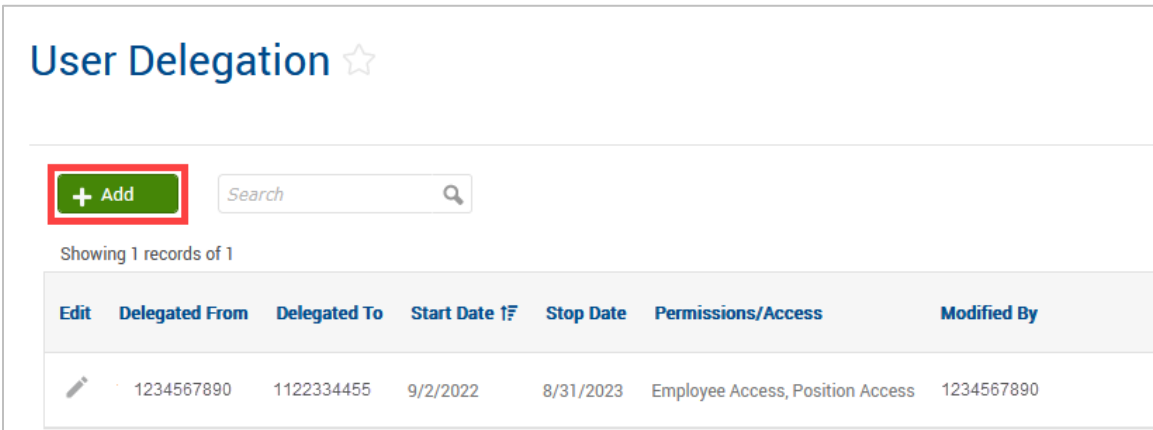
2. Authorized employee Email Address (Example: Bob.Maverick@uta.edu) *

3. I acknowledge below that the authorized employee listed above, is not permitted to perform any managerial duties such as approving leave or worked time entered, in conjunction with my direct reports. In addition, I understand that if they perform any of my managerial duties in TCP, the authorized employee listed above and I will be subject to corrective action. *

Acknowledged

Add User Delegation

1. Click on Configuration, then Users, then User Delegation
2. Click the Green Add button.



The screenshot shows the 'User Delegation' interface. At the top left, there is a green '+ Add' button highlighted with a red box. To its right is a search bar with the placeholder text 'Search' and a magnifying glass icon. Below the search bar, it says 'Showing 1 records of 1'. A table with the following columns is displayed: Edit, Delegated From, Delegated To, Start Date (with a calendar icon), Stop Date, Permissions/Access, and Modified By. The table contains one row with the following data: a pencil icon, 1234567890, 1122334455, 9/2/2022, 8/31/2023, Employee Access, Position Access, and 1234567890.

3. Enter the employee ID of the original Manager in the Delegated From box.
 4. Enter the employee ID of the Manager receiving the delegated access in the Delegated To box.
 5. Enter or select using the calendar the Start date for the user delegation.
 6. Enter or select using the calendar the Stop date for the user delegation.
 - a. For Peer-Manager User Delegation, enter either the date the delegation should end or the end of the current fiscal year (8/31/YYYY).
 - b. For ongoing Timekeeper/Manager User Delegation, enter the end of fiscal year.
 7. The checkboxes indicate which permissions will be delegated to the user. By default, all boxes will be checked. Uncheck all but the Employee Access and Position Access boxes.
- Note:** *User Delegation should never be used to delegate permissions. Only Employee and Position Access should be delegated.*
8. Click Save to save the delegation.

Add User Delegation ?

Delegated From:

Delegated To:

Start date:

Stop date:

Permissions/Access To Delegate

User Permissions Do Not Use

Employee Access

Position Access

Cost Code Access

Master Shift Access

Master Schedule Access

Cancel

Save

9. The User Delegation will show a row for the saved delegation.

User Delegation ☆

+ Add



Showing 2 records of 2

Edit	Delegated From	Delegated To	Start Date ↑	Stop Date	Permissions/Access	Modified By
	1234567890	1122334455	9/2/2022	8/31/2023	Employee Access, Position Access	1234567890
	1234567890	2233445566	12/6/2022	8/31/2023	Employee Access, Position Access	1234567890





Edit User Delegation

1. Click the Edit icon (pencil) on the row for the user delegation.

User Delegation

Showing 2 records of 2

	Delegated From	Delegated To	Start Date 	Stop Date	Permissions/Access	Modified By
	1234567890	1122334455	9/2/2022	8/31/2023	Employee Access, Position Access	1234567890
	1234567890	2233445566	12/6/2022	8/31/2023	Employee Access, Position Access	1234567890

2. Make the necessary change and click the Save button.