

## **Setting up Delegations:**

This training document is intended for Budget Representatives or managers to setup delegate access to grant their colleagues approval rights in UKG in their absence.

To begin, login to **Pace Portal** and under the Staff tab, click on the **"UKG Ready: for Hiring Managers**" link in the Manager Resources section.

Click on the hamburger menu in the upper left and navigate to the **My Info > My HR>Delegations.** 



## Click the "Add New" button located in the upper right corner:

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Enter the following values in the popup box:

"Delegate To"-Search for the person you would like to grant approver access to in this field. "Workflow Type"-Please see Appendix A for a list of current workflow types used. To grant access

to all of your approval permissions throughout the system, select "All Workflows."

"Date From"- the start date of their access.

"Date To"- the last date of their access.

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"Workflow Group"-Search for your name and select it. This ensures the person you are delegating access to will have the same level of permissions as you.

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Click the "Add" button once done to add the Delegate to your "Delegations" list:

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## **APPENDIX A:**

## Workflow Types:

Workflow Name	Type of Workflow
Job Requisition	Used for the posting workflow in Recruitment
Custom Form	Used to assign the Offer Letter Details form
Time Off Request	Used to approve Time Off Requests
Timesheet	Used to approve Timesheets
Timesheet Change Request	Used to approve Timesheet Change Requests
	(ie. Missing punches, cancelling time off,
	changing cost center etc.)
All Workflows	Used to grant access to all approval workflows
	in the system