

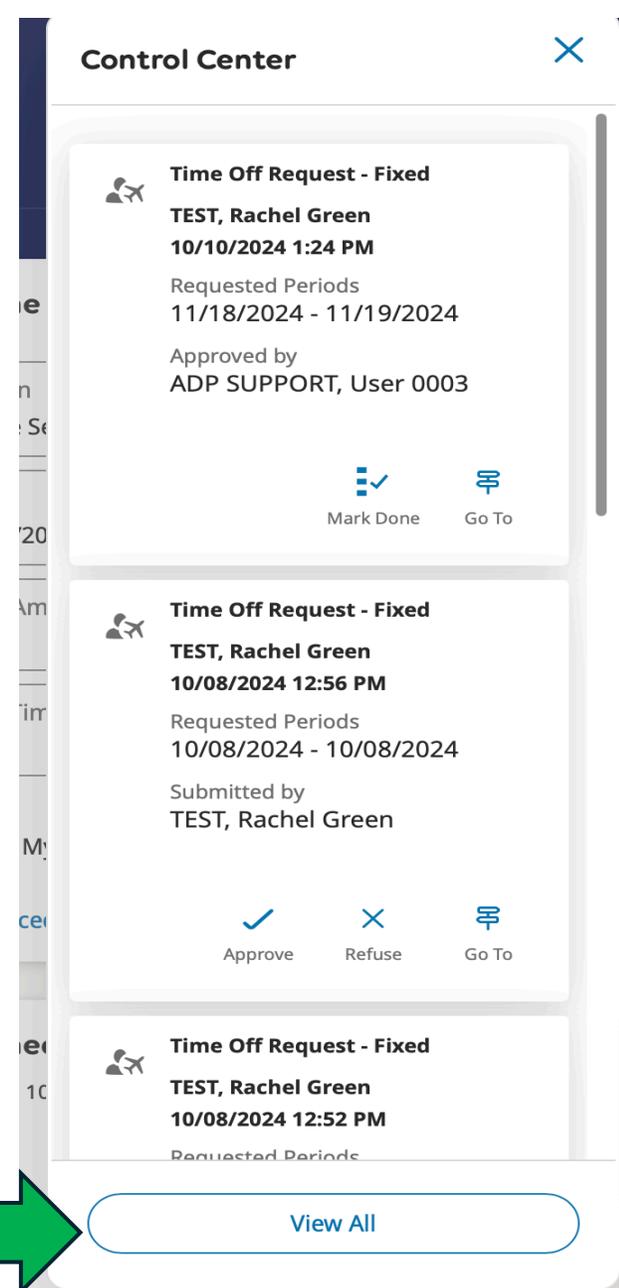
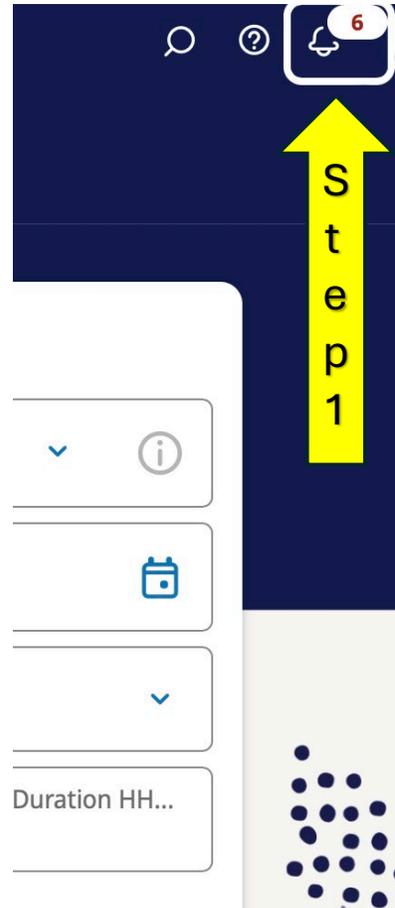
NKC Manager Delegation in ADP WorkForce Manager

Fall 2024

Select Control Panel

Step 1: From your home screen in WorkForce Manager select the Control Panel to reveal The Control Center.

Step 2: Select “View All”



- **Step 1:** “My Actions”
- **Step 2:** Select Business Process.

The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of items: 0 Tasks, 3 Employee Requests, 3 My Requests, 0 Timekeeping, 0 System Messages, 0 Timekeeping Requests, and 0 Notices. The main content area has a header with a filter set to 'None' and a 'My Actions' button. Below the header, a dropdown menu is open, showing 'My Actions' at the top and 'Business Processes' as the selected item. A green arrow points to the 'My Actions' header, and a purple arrow points to the 'Business Processes' menu item. Below the dropdown menu, there are sections for 'Employee Requests', 'My Requests', 'Timekeeping', and 'System Messages'. The text 'There are no n' is visible on the right side of the page.

- In the Manager Delegation select the manager you are delegating too. Choose the date range it can be one day or multiple days.
- Select **Submit** when done.

Manager Delegation ✕

New Delegation

Delegate*

TEST, Atticus Linc... ▼

Start Date*

Select a date 📅 Clear

End Date*

Select a date 📅 Clear

Role Profile*

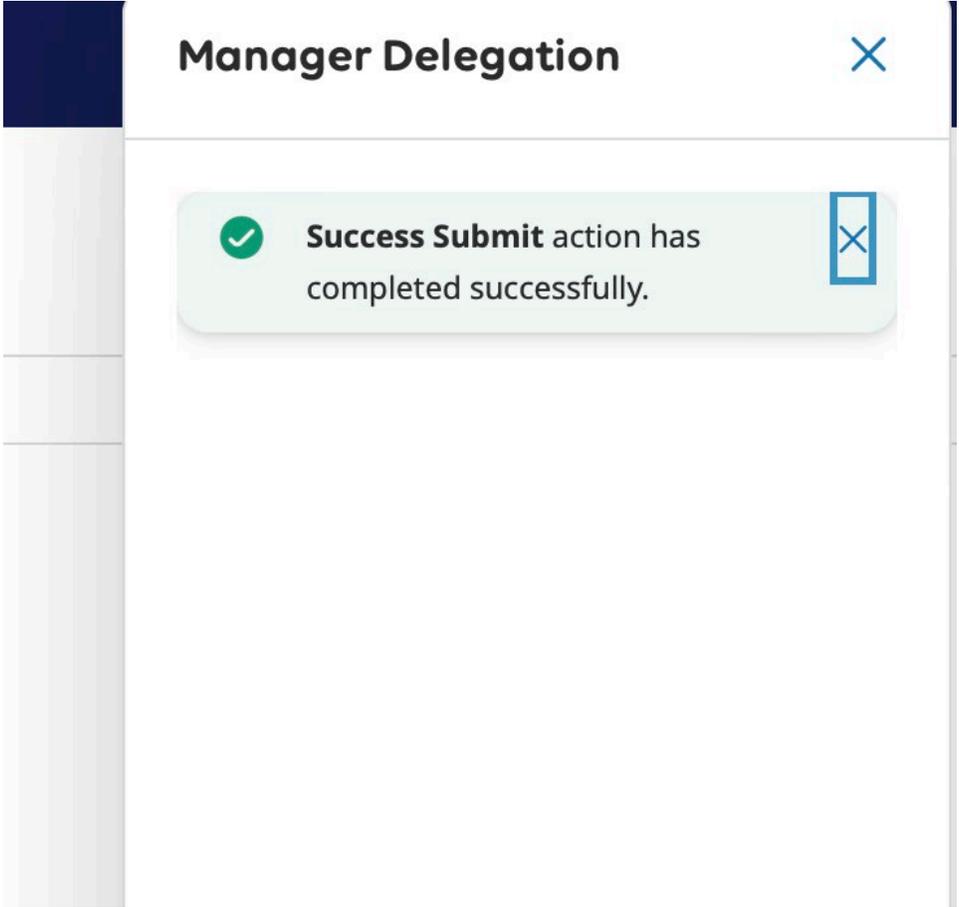
Manager Access ... ▼

Submit

Cancel



When Submitted you will get this message.



You Can Check in Your Task Section

The screenshot shows a user interface for task management. On the left is a sidebar with categories: 1 Tasks, 3 Employee Requests, 3 My Requests, 0 Timekeeping, 0 System Messages, 0 Timekeeping Requ..., and 0 Notices. The main area is divided into 'Filter' and 'Details' sections. The 'Filter' section shows a dropdown menu set to 'Active'. Below it, a task card is highlighted with a blue border. The task card contains the following information:

<input type="checkbox"/>		Employee	TEST, Alex Karev
		Subject	Manager Delegation
		Body	A Manager Delegation task has been assigned to you by TEST, ...
		Created On	10/12/2024 9:34 AM
		Process Name	Manager Delegation
		Task Name	Option to Cancel The Delegation

The 'Details' section on the right is titled 'Manager Delegation' and contains the following information:

Delegation Cancellation Form

Task details: Your delegation request to TEST, Atticus Lincoln for 10/14/2024 to 10/16/2024 has been sent. If you wish to cancel the request, click Cancel Delegation.

Delegate Name: TEST, Atticus Lincoln

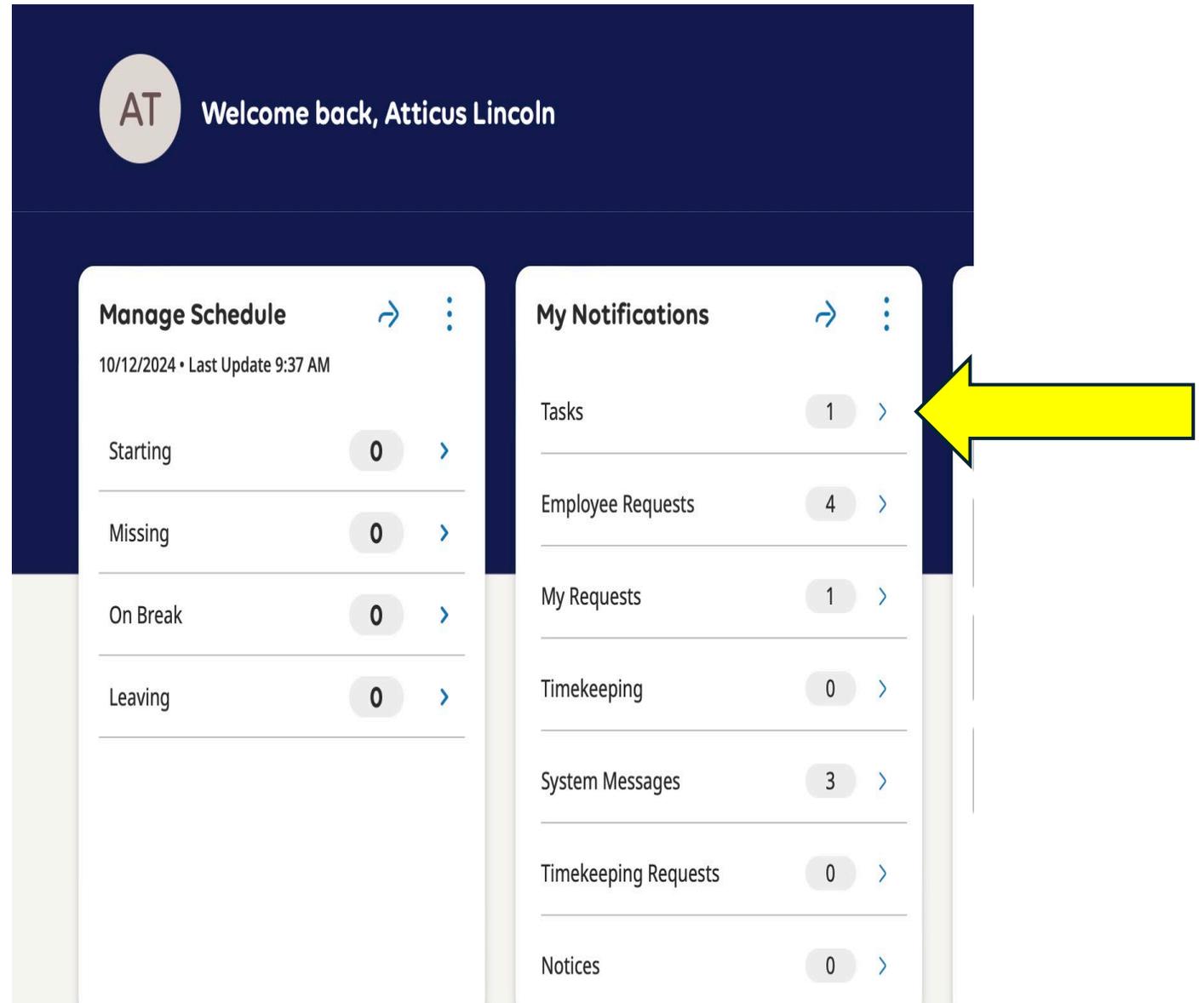
Start Date: 10/14/2024

End Date: 10/16/2024

Role Name: Manager Access for Delegation

Cancel Delegation

- The manager who is receiving the delegation must accept it.
- They will sign into their dashboard in WorkForce Manager.
- See in the **“Task”** section on “My Notifications.”



The manager will have to accept
The delegation.

Step 1: “Choose accept or reject.”

Step 2: “Submit”

Categories

Filter : None None |

Active

<input type="checkbox"/>		Employee	TEST, Alex Karev
		Subject	Manager Delegation
		Body	A Manager Delegation task has been assigned to you by TEST, ...
		Created On	10/12/2024 9:34 AM
		Process Name	Manager Delegation
		Task Name	New Delegation Acceptance Form

Details

Manager Delegation

New Delegation

Delegator

Start Date

End Date

Role Name

Select Action*

Accept
 Reject

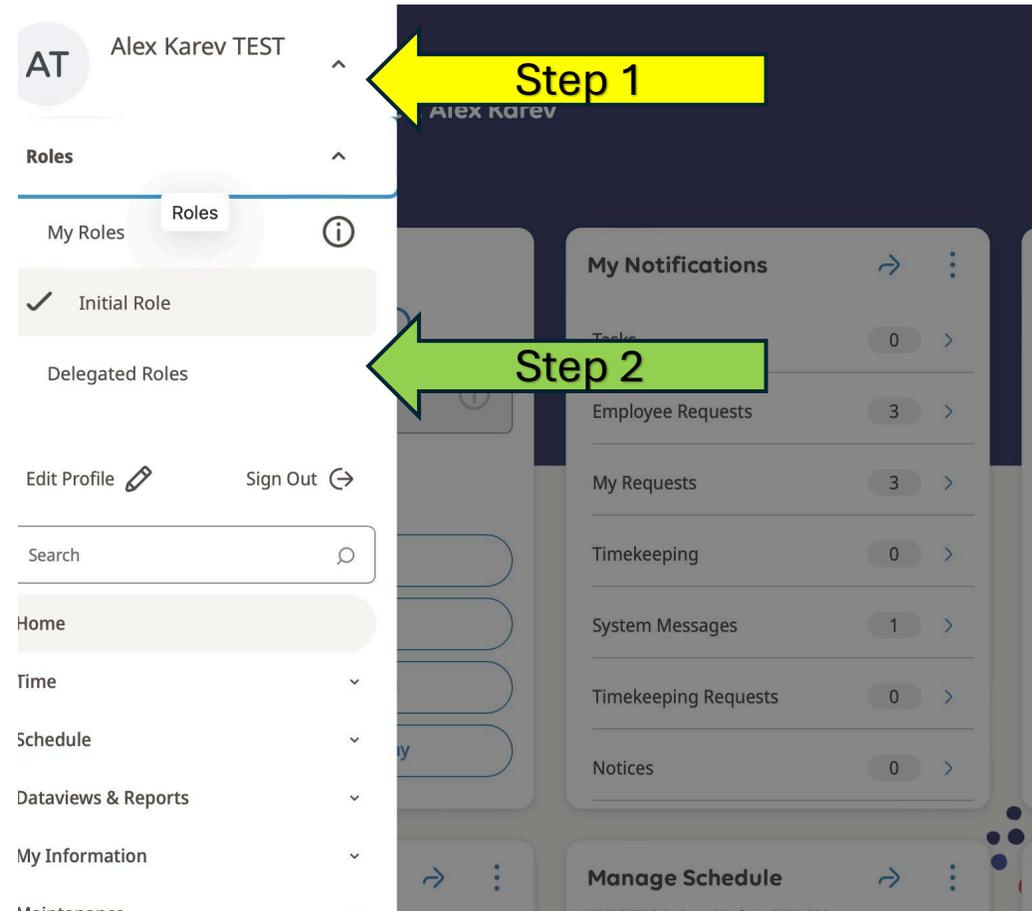
Comment

Step 1

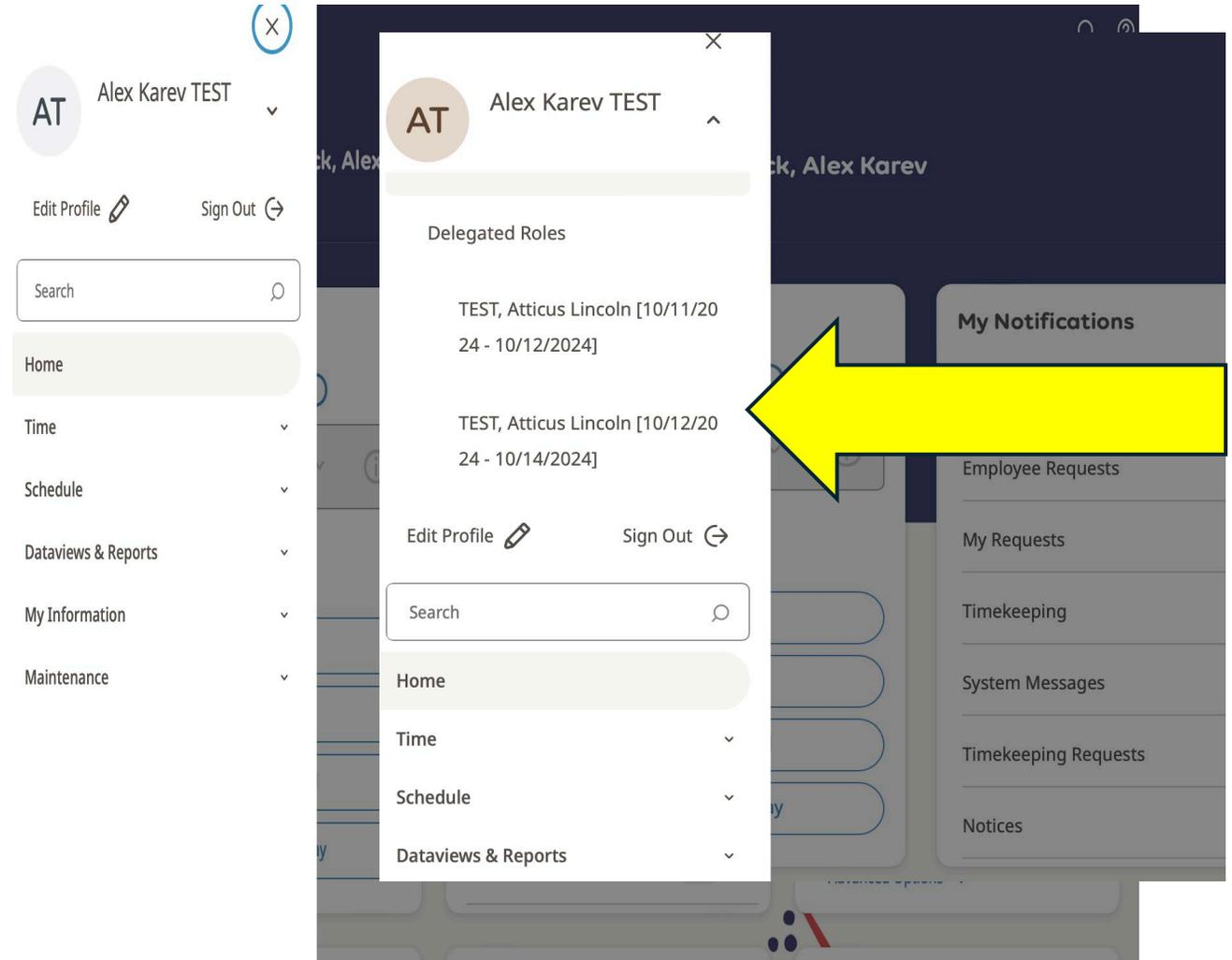
Step 2

Step 1: Click on the arrow next to your name to reveal the drop-down screen.

Step 2: Scroll down to find the delegation within the



- For the manager to accept the delegation, they need to sign out and then sign back into their WorkForce Manager dashboard.
- The manager will be able to see all the delegations and the dates for those management delegations in this view.



When the manager accepts the delegation—and needs to do any actions approve PTO, Timecards, correct punches for that additional employee group their screen will tell the manager they are acting as the manager who delegated to them.

The screenshot displays a user interface with a dark blue header. In the top left, there is a circular profile icon with the initials 'AT'. To its right, a red-bordered box highlights the text: 'Welcome back, Alex Karev' followed by 'Acting as TEST, Atticus Lincoln'. A large yellow arrow points from the right towards this text. Below the header, the interface is divided into several white panels. The 'Punch' panel on the left contains four buttons: 'Clock In', 'Clock out for Meal', 'Clock in from Meal', and 'Clock Out for the Day'. The 'My Notifications' panel in the middle lists categories with counts: Tasks (0), Employee Requests (4), My Requests (1), Timekeeping (0), System Messages (4), Timekeeping Requests (0), and Notices (0). The 'My Time Off' panel on the right includes dropdown menus for 'Reason' (set to 'Please Select Below') and 'Dates' (set to '10/12/2024'), a 'Daily Amount' dropdown set to 'Hours', and input fields for 'Start Time' and 'Duration HH...'. A 'Notify My Colleagues' toggle is turned on. At the bottom, there are three more panels: 'Manage Timecards', 'Manage Schedule', and 'My Timecard', each with a right-pointing arrow and a three-dot menu icon.