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"
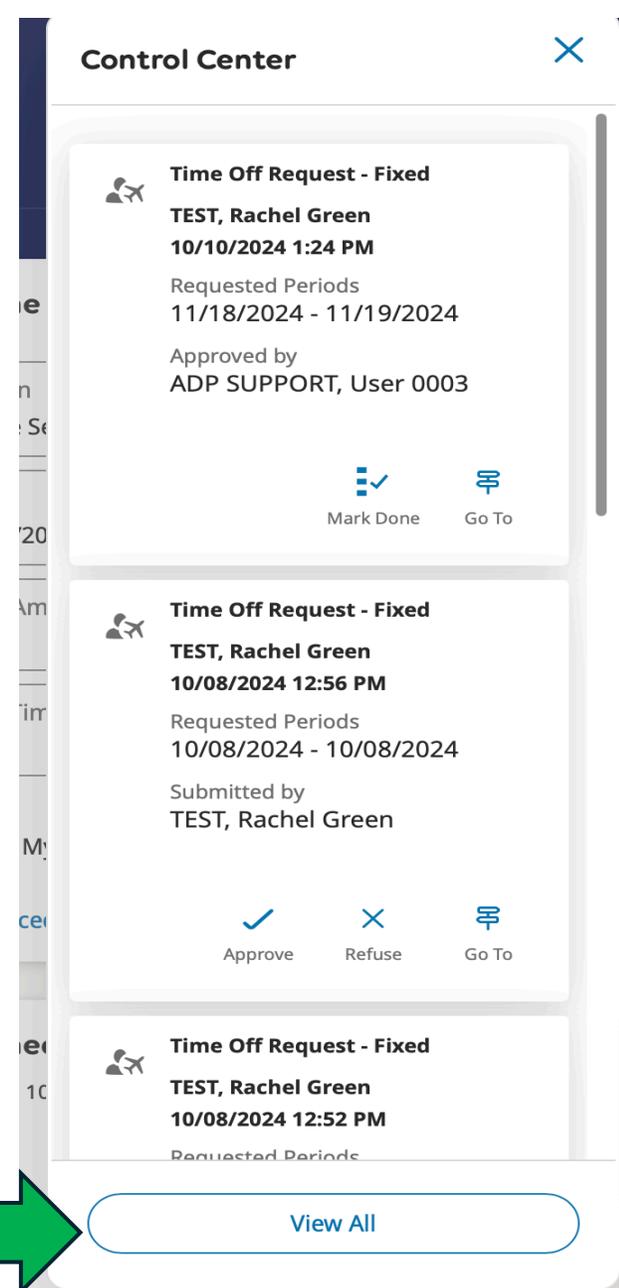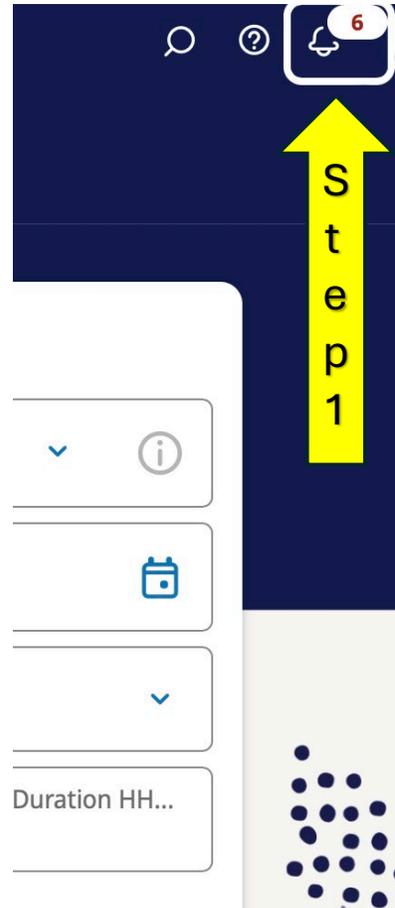
- Step 1: "My Actions"
- Step 2: Select Business Process.

- 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

4

When Submitted you will get this message.
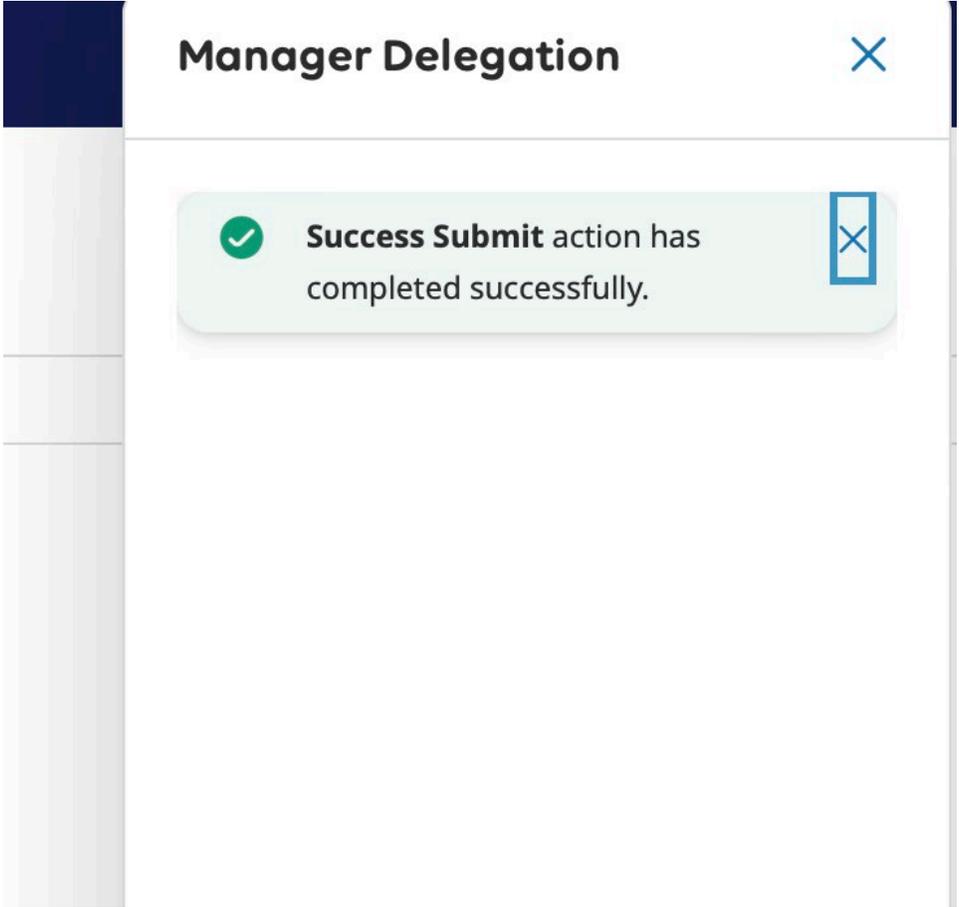
You Can Check in Your Task Section

- 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."
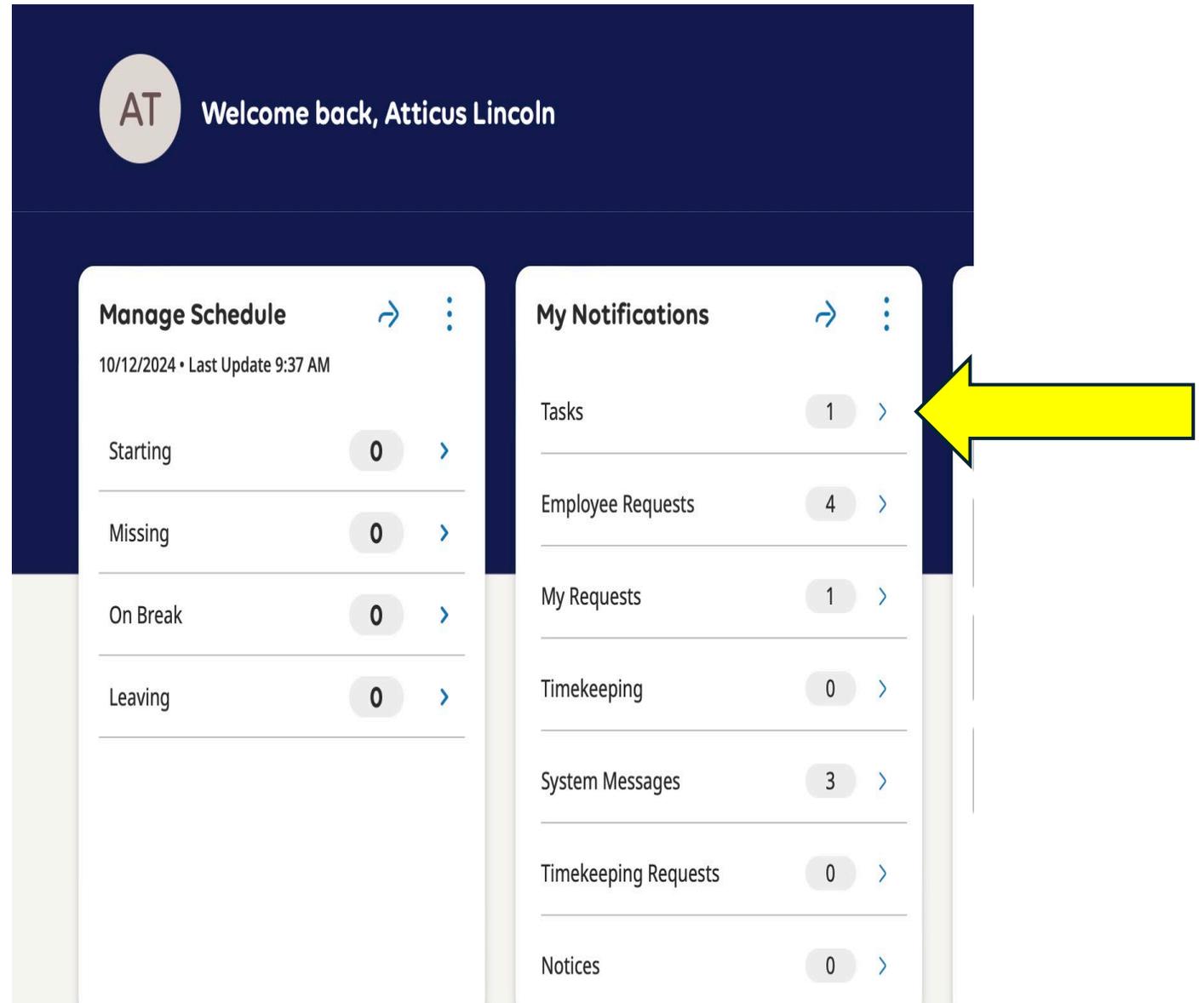
The manager will have to accept
The delegation.
Step 1: "Choose accept or reject.
Step 2: "Submit"

My Actions

Delete   Go To

Categories

Filter :   None   None

Details

1   Tasks

Active

Manager Delegation

4   Employee Requests

1   My Requests

0   Timekeeping

3   System Messages

0   Timekeeping Requ...

0   Notices

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

New Delegation

Delegator

TEST, Alex Karev (C09UGV5NA)

Start Date

10/14/2024

End Date

10/16/2024

Role Name

Manager Access for Delegation

Select Action*

Step 1 ➤

○ Accept
○ Reject

Comment

Step 2 ➤

Submit

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
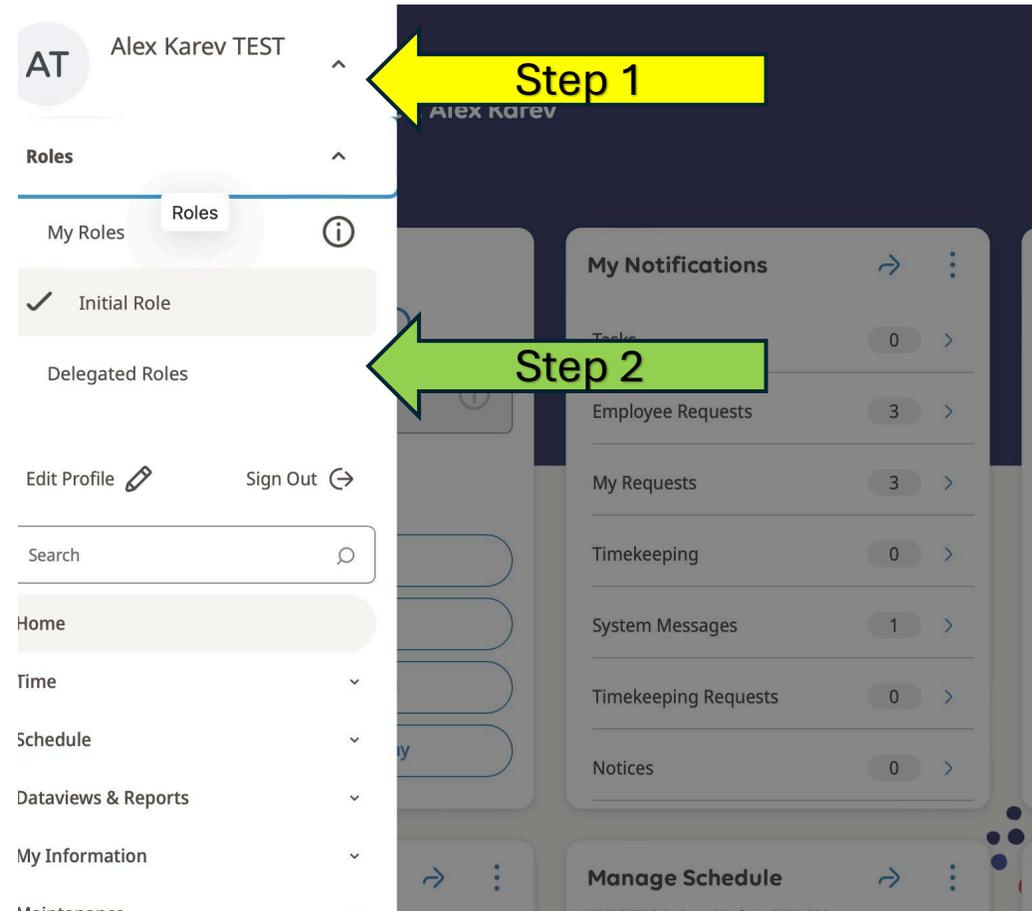
- For the manager to accept the delegation, they need to sing out and then sign back into their WorkForce Manager dashboard.

- The manager will be able to see all the delegations and the dates for those management delegations in this view.
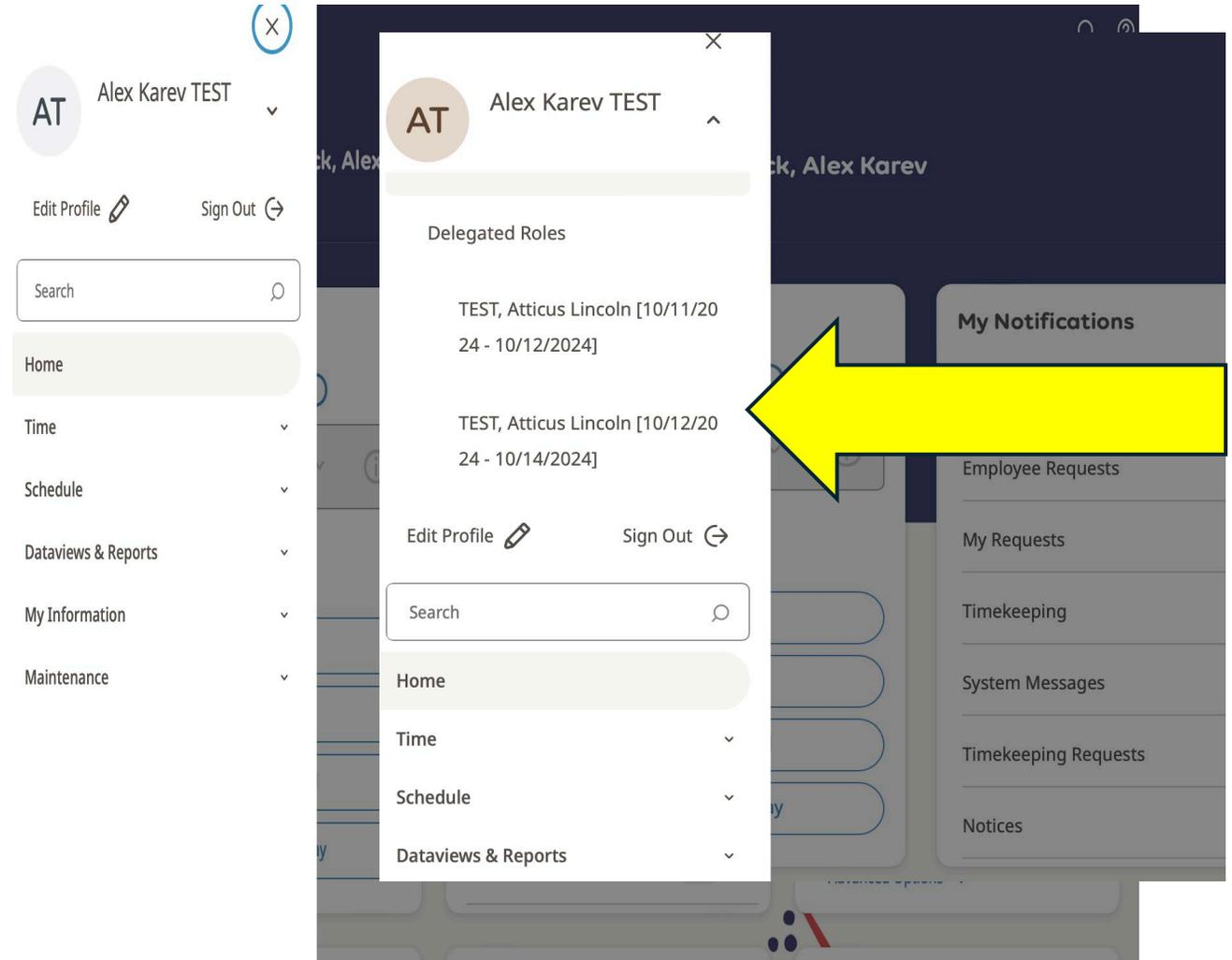
When the manager accepts the delegation—and needs to do any actions approve PTO, Timecards, correct punches for that additional employee group their screen will tell the manager they are acting as the manager who delegated to them.