



UNIVERSITY OF
CENTRAL
MISSOURI®

UKG Ready (Kronos)
Supervisor/Approver Guide

Ensuring the accuracy of your employees' time reporting is a key responsibility of being a supervisor.

This guide will walk you through the process of approving time entries for both hourly and exempt employees, as well as approving and editing timesheets as needed.

All UCM employees must submit Time Off Requests to their supervisors for all time off. The supervisor then approves or rejects the time off requests.



The UKG Ready Mobile application

If an employee needs access to the UKG Mobile App for clocking purposes because they are working off-campus, the supervisor will need to contact their HR partner to obtain additional information on the "Exception" request process for using the UKG Ready Mobile Application.

The UKG Ready mobile app is unavailable to UCM employees unless they have an exception request.

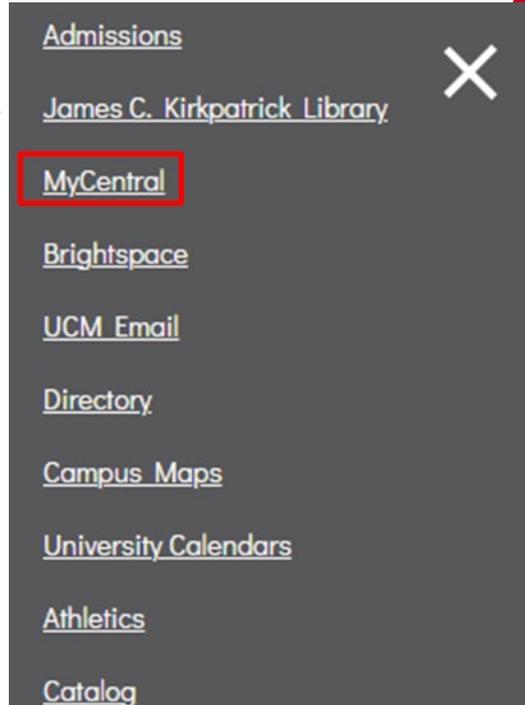


UKG Ready can be accessed via a desktop/laptop browser

- Open a browser, and in the URL area, type “ucmo.edu”
- Next, you will need to navigate to MyCentral.
- At the top right of the UCM home page, you will see these 4 icons, select “Campus Links”:

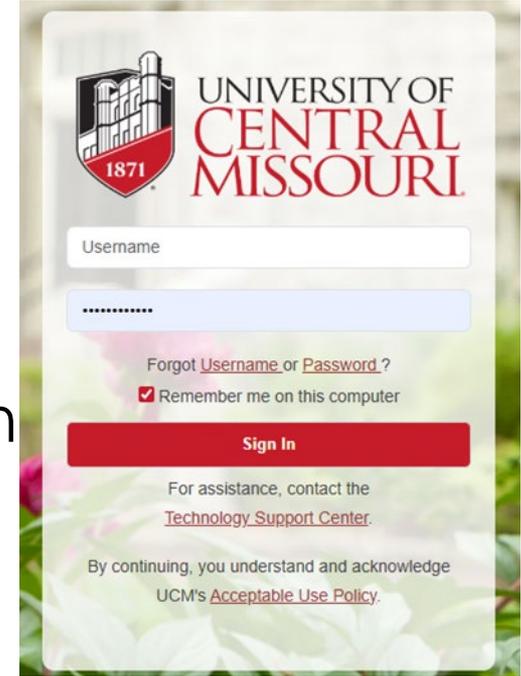


- Next, you will see the following:
- Select “My Central”



Next you may see the Single Sign on page.

Sign in with your network login and password:



- Now that you are in MyCentral, on the Employee Resource card, select:
UKG Ready
(TimeReporting)



Once in the system, your default view should look similar to the one below:

The screenshot displays the user interface of the University of Central Missouri's HR system. At the top, a red header bar contains the university logo, the name 'UNIVERSITY OF CENTRAL MISSOURI', the time '02:27 PM (Central)', a search bar, and notification icons. Below the header, a 'Welcome back' message is shown next to a user profile icon labeled 'TC' and a 'Today's Tasks (48)' button. A navigation menu includes 'Home', 'Admin', 'System Utilization', 'Team', 'Time', 'Accruals', and 'Schedule'. A row of icons provides quick access to 'My Account', 'My Employees', 'My Timekeeping', 'Reports', 'HR Maintenance', 'Company Sett..', and 'Our Company'. The main content area is divided into two panels. The left panel, 'My accrual balances', features a 'Request Vacation' button and lists: 'Vacation 288.00 hours available', 'Sick 638.80 hours available', and 'Personal 8.00 hours available'. The right panel, 'My mailbox', shows 'My To Do Items' with a 'Communicate' button and a list of tasks. The first task is 'Approve/Reject Time Entries' for the period 'Feb 16, 2026 - Feb 28, 2026', created on '02/18/2026 02:27 pm', with a 'View Workflow' link.



First, let's go over the steps to approve the time entries for your hourly employees (if you have hourly employees). Maneuver your mouse over the words 'My mailbox', and click.

The screenshot shows the HR system dashboard for the University of Central Missouri. The top navigation bar is red and contains the university logo, the name 'UNIVERSITY OF CENTRAL MISSOURI', the time '02:17 PM (Central)', a search bar, and user profile icons. Below the navigation bar, a welcome message 'Welcome back, [redacted]' is displayed with a 'Today's Tasks (48)' button. The main dashboard area features a navigation menu with 'Home' selected, and several icons for 'My Account', 'My Employees', 'My Timekeeping', 'Reports', 'HR Maintenance', 'Company Sett.', and 'Our Company'. The 'My mailbox' section is highlighted, showing a 'My To Do Items' list with one item: 'Approve/Reject Time Entries' for the period of Feb 16, 2026 - Feb 28, 2026. The item is created on 02/18/2026 at 02:17 pm. Below the item, there are buttons for 'Open Timesheet' and 'View Workflow'. The 'My accrual balances' section on the left shows 'Vacation' at 288.00 hours available, 'Sick' at 638.80 hours available, and 'Personal' at 8.00 hours available. A 'Request Vacation' button is also visible.

Clicking 'My Mailbox' brings you to your 'My To Do Items', where we can review the time entries. Here you'll notice three things. Check mark boxes, a Status column, and a set of grayed-out 'Approve' and 'Reject' buttons.

The screenshot displays the 'My To Do Items' interface. At the top, there is a red navigation bar with the University of Central Missouri logo, the time '02:20 PM (Central)', and a search bar. Below this, the page title is 'My To Do Items' with a notification badge. A secondary bar contains 'Reject', 'Approve', and 'Communicate' buttons. The main content area is titled 'Approve/Reject Time Entries' and shows details for a specific entry, including location 'Warrensburg' and department '503000/999336-Payroll Specialist'. A table below lists time entries with columns for Employee Id, First Name, Last Name, Status, Date, Notes, Location Full Path, and Department & Position Full Path. Three red boxes highlight the checkmark boxes in the first column, the 'Status' column, and the 'Approve' and 'Reject' buttons. A 'Submit' button is located at the bottom right of the table.

<input type="checkbox"/>	Employee Id	First Name	Last Name	Status	Date	Notes	Location Full Path	Department & Position Full Path
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	02/16/2026	[REDACTED]	Warrensburg	503000/999336-Payroll Sp...
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	New	02/16/2026	[REDACTED]	Warrensburg	503000/999336-Payroll Sp...

On the same screen, we can use the scroll bars at the bottom and sides to fully view the time entries. Ensuring that all time entries are on the same page. Once the check mark boxes are checked, the 'Approve' and 'Reject' buttons will light up.

The screenshot shows the 'My To Do Items' interface. At the top, there is a navigation bar with the University of Central Missouri logo, the time '02:30 PM (Central)', and a search bar. Below this, there are tabs for 'My to do items' and 'My notifications'. The main section is titled 'My To Do Items' and includes a 'Page 1 of 1' indicator and a 'Select all (0/0)' checkbox. A sidebar on the left shows a notification for 'Approve/Reject Time Entries' with a date range of 'Feb 16, 2026 - Feb 28, 2026' and a creation time of 'Created 02/19/2026 02:17 pm'. The main content area features a table with columns: Employee Id, First Name, Last Name, Status, Date, Notes, Location Full Path, and Department & Position Full. The table contains six rows of data, all with a status of 'New' and a date of '02/18/2026'. The first five rows have their checkboxes checked, and the 'Approve' and 'Reject' buttons are highlighted in red. The sixth row has its checkbox unchecked. A red box highlights the bottom of the table, showing the 'Page Total' and a pagination bar with '1-6 of 6', '15 per page', and 'Page 1 of 1'. A red box also highlights the right side of the table, showing the 'Approve' and 'Reject' buttons for the first row. A red box highlights the bottom of the page, showing the 'Submit' button.

Employee Id	First Name	Last Name	Status	Date	Notes	Location Full Path	Department & Position Full
700			New	02/18/2026		Warrensburg	503000/999336-Payroll Spe
700			New	02/18/2026		Warrensburg	503000/999336-Payroll Spe
700			New	02/17/2026		Warrensburg	503000/999336-Payroll Spe
700			New	02/17/2026		Warrensburg	503000/999336-Payroll Spe
700			New	02/18/2026		Warrensburg	503000/999336-Payroll Spe
700			New	02/18/2026		Warrensburg	503000/999336-Payroll Spe

Please note this greyed-out line. It will be discussed on the next slide.

We have now approved five of our time entries. There is one that was not approved. By scrolling over, we can see that this line does not have a clock-out time. This will need to be corrected before it can be approved.

Approved 5 time entries.

View: [System] [Filter]

<input type="checkbox"/>	Employee Id	First Name	Last Name	Status	Date	Notes	Location Full Path	Department & Position Full
<input type="checkbox"/>	700x			Approved	02/16/2026		Warrensburg	503000/999336-Payroll Spe ...
<input type="checkbox"/>	700			Approved	02/16/2026		Warrensburg	503000/999336-Payroll Spe ...
<input type="checkbox"/>	700x			Approved	02/17/2026		Warrensburg	503000/999336-Payroll Spe ...
<input type="checkbox"/>	700			Approved	02/17/2026		Warrensburg	503000/999336-Payroll Spe ...
<input type="checkbox"/>	70C			New	02/18/2026		Warrensburg	503000/999336-Payroll Spe ...
<input type="checkbox"/>	700x			Approved	02/18/2026		Warrensburg	503000/999336-Payroll Spe ...

Page Total

Submit

<input checked="" type="checkbox"/>	Suffix Full Path	Activities Full Path	Time Off Name	Start	End	Hours	Break	Duration Type
<input checked="" type="checkbox"/>	00			07:55a	11:30a	3.58	-	...
<input checked="" type="checkbox"/>	00			12:30p	05:00p	4.50	-	...
<input checked="" type="checkbox"/>	00			01:10p	05:00p	3.83	-	...
<input checked="" type="checkbox"/>	00			07:59a	12:10p	4.18	-	...
<input type="checkbox"/>	00			01:30p	-	-	-	...
<input checked="" type="checkbox"/>	00			07:55a	12:30p	4.58	-	...

Page Total 20.67

1-6 of 6 15 per page Page 1 of 1 Submit

Now that we corrected that line, the box will appear, and we can check it. Now, if you recheck all of them again and hit approve, you'll get this message. This is simply because the five lines have already been approved. Now that everything is approved, we can hit submit.

The screenshot shows a software interface with a notification box at the top. The notification box contains two messages: a yellow warning icon with the text "Could not approve 5 time entries." and a blue information icon with the text "Approved 1 time entries." Below the notification box is a table with columns: Employee Id, First Name, Last Name, Status, Date, Notes, Location Full Path, and Department & Position Full. The table contains six rows of data, all with a status of "Approved". At the bottom right of the interface is a red "Submit" button.

Employee Id	First Name	Last Name	Status	Date	Notes	Location Full Path	Department & Position Full
7000			Approved	02/16/2026		Warrensburg	503000/999336-Payroll Spe
7000			Approved	02/16/2026		Warrensburg	503000/999336-Payroll Spe
7000			Approved	02/17/2026		Warrensburg	503000/999336-Payroll Spe
7000			Approved	02/17/2026		Warrensburg	503000/999336-Payroll Spe
7000			Approved	02/18/2026		Warrensburg	503000/999336-Payroll Spe
7000			Approved	02/18/2026		Warrensburg	503000/999336-Payroll Spe



Once we hit submit and everything goes through, that employee will disappear from the 'My To Do Items'

UNIVERSITY OF CENTRAL MISSOURI 03:49 PM (Central) Search TC

My to do items My notifications 31

← My To Do Items

Page 1 of 1 0 Rows

Select all (0/0) Saved: [System] ▾

Reject Approve Communicate



You're all caught up!
Check back later for new messages.

Time-off Requests – All employees must submit a time-off request for any time off.

While the steps are the same to approve Time-Off, there are differences at the end of the pay period between exempt and nonexempt employees' timesheets.

Exempt – If all Time Off Requests have been submitted and approved during the pay period, or if no time was taken, **no action is required** from the supervisor. The system will automatically submit the timesheet the day after the pay period ends.

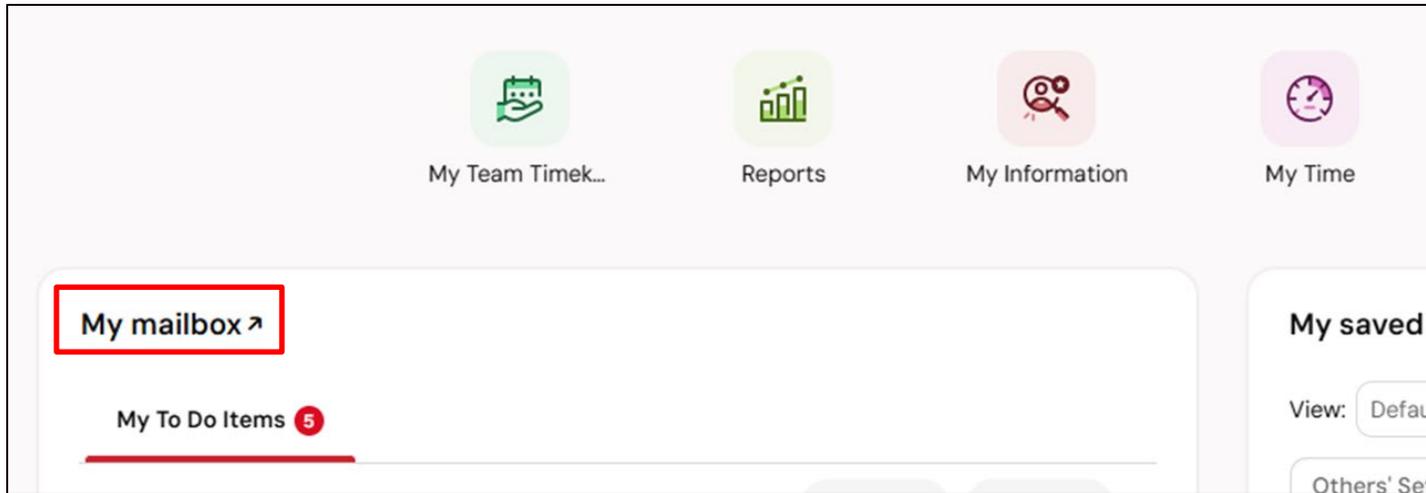
Non-Exempt – All Time Off Requests must be submitted and approved during the pay period. Also, all daily time entries must be approved and submitted, which will be covered in the following slides.



Time-off Requests – All employees must submit a time-off request for any time off.

The steps to this process are the same for both exempt and hourly employees.

Requests must be viewed, then approved or rejected. To do this, **click on the words “My Mailbox ” to expand that area.**



This will now give you the best view of “My To Do Items”.

We can see there are two time-off requests from Peter Parker.

The top request is highlighted, and in the details of the request, you can see he is requesting 2 days of Vacation from 15 December to 16 December, and the total hours requested off.

Approve/Reject Time Off Request
Peter Parker
Vacation
Created 10/18/2025 08:56 pm

Approve/Reject Time Off Request
Peter Parker
Sick Leave Self
Created 10/18/2025 08:55 pm

Approve/Reject Time Off Request
Vacation

PP Peter Parker (BU0001)

[View Accrual Balances](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

Manager/Supervisor Steve Rogers Location Lee's Summit Department & Position 120010/998002-Administrative Ass

Suffix 00

Created	10/18/2025 08:56 pm	Time Off	Vacation	From	Dec 15, 2025
To	Dec 16, 2025	Consolidated Time Off Hours	16.00		

To approve the time off request, select the box to the left of his initials. In the upper right of the screen, you will see two red buttons to either 'Reject' or 'Approve' the time off request. Select the 'Approve' button in the upper right of the screen.

My To Do Items Reject Approve

Page 1 of 1 1 - 2 of 2 Rows

Select all (1/2) Saved: [System]

- PP** Approve/Reject Time Off Request
Peter Parker
Vacation
Created 10/18/2025 08:56 pm
- PP** Approve/Reject Time Off Request
Peter Parker
Sick Leave Self
Created 10/18/2025 08:55 pm

Approve/Reject Time Off Request

Vacation

PP Peter Parker (BU0001)

[View Accrual Balances](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

Manager/Supervisor	Steve Rogers	Location	Lee's Summit	Department & Position	120010/998002-Administrative Ass
Suffix	00				

Created	10/18/2025 08:56 pm	Time Off	Vacation	From	Dec 15, 2025
To	Dec 16, 2025	Consolidated Time Off Hours	16.00		

A box will appear, confirming that you want to approve this time-off request. Select 'Approve'

Are you sure you want to approve this Time Off?

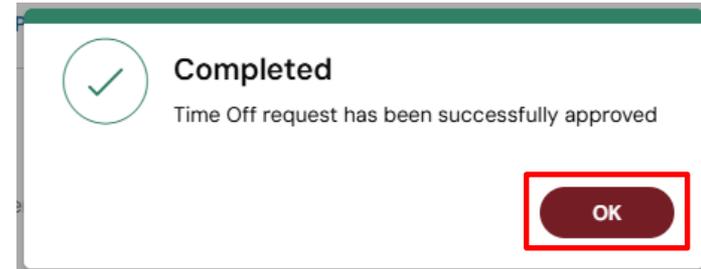
PP Peter Parker

Date	Amount	Time Off
Dec 15 - Dec 16, 2025	16.00 hrs	Vacation

Comment

Cancel Approve

A confirmation box will appear, confirming that the time off request was successfully approved. The person who submitted the time off will get an email letting them know it was approved. By approving this, it will populate on the timesheet



You are then returned back to 'My To Do Items'. Note that there is only one request left. Peter has also requested a single future day of "Sick Leave", December 10th. For this example, we will reject this time off request to show you the process.

PP Approve/Reject Time Off Request
Peter Parker
Sick Leave Self
Created 10/18/2025 08:55 pm

Approve/Reject Time Off Request

Sick Leave Self

PP Peter Parker (BU0001)

[View Accrual Balances](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

Manager/Supervisor	Steve Rogers	Location	Lee's Summit	Department & Position	120010/998002-Administrative Ass
Suffix	00				

Created	10/18/2025 08:55 pm	Time Off	Sick Leave Self	Date	Dec 10, 2025
Total Hours	8.00				

To reject this time off request, select the box to the left of his initials.
In the upper right of the screen, For this example, select 'Reject'.

← My To Do Items Reject Approve

Page 1 of 1 1 - 1 of 1 Rows

Select all (1/1) Saved: [System]



PP Approve/Reject Time Off Request
Peter Parker
Sick Leave Self
Created 10/18/2025 08:55 pm

Approve/Reject Time Off Request

Sick Leave Self

PP Peter Parker (BU0001) 

[View Accrual Balances](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

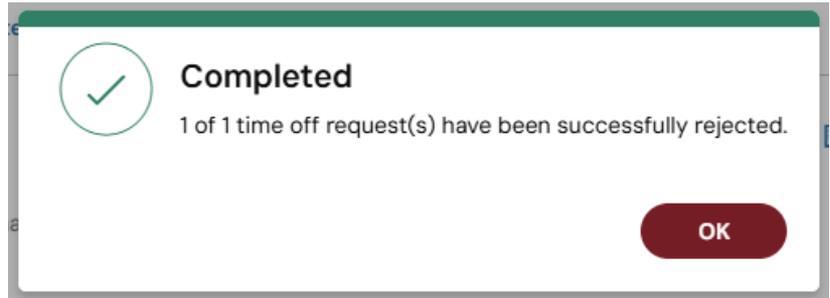
Manager/Supervisor	Steve Rogers	Location	Lee's Summit
Department & Position		120010/998002-Administrative Ass	
Suffix	00		
Created	10/18/2025 08:55 pm	Time Off	Sick Leave Self
Date	Dec 10, 2025		
Total Hours	8.00		

A box will appear, confirming that you want to reject this time-off request. When you reject a time off request, a comment is required. Enter reason for rejecting the request, select 'Reject'



The screenshot shows a dialog box titled "Reject Time Off Request(s)?" with a close button (X) in the top right corner. Below the title, it says "You are about to reject time off request(s)." There is a text input field labeled "Comment *" with a red box around it. The input field contains the text "Example of rejecting a time off request." and has a small icon of a person and a speech bubble in the bottom right corner. At the bottom of the dialog, there are two buttons: "Cancel" and "Reject", with a red box around the "Reject" button.

A confirmation box will appear, confirming that the time off request was successfully rejected. The person who requested the time off will get an email letting them know it was rejected, along with the reason it was rejected.



*All Time Off Requests should be made in advance. However, sometimes exceptions need to be made. For this example, Peter Parker called in sick on Monday, 3 November. When he returns to work, he can submit a time off request himself, and the request will be sent to you for approval. This request is approved the same as other time off requests:

← My To Do Items Reject **Approve** Communicate

Page 1 of 1 1 - 5 of 5 Rows

Select all (1/3) Saved: [System]

- PP** Approve/Reject Time Off Request
Peter Parker
Sick Leave Self
Created 11/03/2025 09:46 pm
- PP** Approve/Reject Time Off Request
Peter Parker
Vacation
Created 11/02/2025 11:12 pm
- PP** Approve/Reject Time Off Request
Peter Parker
Vacation
Created 11/02/2025 11:10 pm
- PP** Timesheet Change Request
Peter Parker
Cancel Time Off (Dec 15)

Approve/Reject Time Off Request

Sick Leave Self

PP Peter Parker (BU0001)

[Comment](#) [View Accrual Balances](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

Manager/Supervisor	Steve Rogers	Location	Lee's Summit	Department & Position	700140/999570-Senior Programmer
Suffix	00				
Created	11/03/2025 09:46 pm	Time Off	Sick Leave Self	Date	Nov 3, 2025
Total Hours	8.00				

Below is a partial view of an hourly employee's timesheet. You can review their daily time worked, their total worked hours, time off hours, and overtime hours.

← Timesheet Edit

📄 📎 🗨️ 3 | Save Reject

KS Ki | 📅 ← October 16, 2025 - October 31, 2025 →

Time Entry | Exceptions | Calc Detail | Calc Summary | Counters | Summary By Day

72.00 hrs
Worked Hours
24.00 hrs
Time Off Hours
0.00 hrs
Overtime Hours

> Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Location	Department / Position	Activities	Notes
▼ THU Oct 16	08:02 am	12:00 pm	3.97	4.00	THU Oct 16		Warrensburg	502100/999334-Accou	Choose...	
	01:00 pm	05:03 pm	4.05	4.00	THU Oct 16		Warrensburg	502100/999334-Accou	Choose...	
	+		8.02 hrs	8.00 hrs						
▼ FRI Oct 17	From am	To am	8.00	8.00	FRI Oct 17	Holiday	Warrensburg	502100/999334-Accou	Choose...	
	+		8.00 hrs	8.00 hrs						
> SAT Oct 18	+		0.00 hrs	0.00 hrs						
> SUN Oct 19	+		0.00 hrs	0.00 hrs						
▼ MON Oct 20	08:00 am	12:01 pm	4.02	4.00	MON Oct 20		Warrensburg	502100/999334-Accou	Choose...	1
	01:06 pm	05:02 pm	3.93	4.00	MON Oct 20		Warrensburg	502100/999334-Accou	Choose...	
	+		7.95 hrs	8.00 hrs						



If changes are required, you can make the necessary changes. **If you make any changes, you MUST select the “Save” button to save the changes.** Then select the back arrow in the upper left of the screen to take you back to the “Timesheets” page.

<	PP Peter Parker (BU0001)	Time Entry	Save	Submit	Change Request					
> Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Location	Department / Position	Activities	Notes
> SUN Nov 2	+		0.00 hrs	0.00 hrs						
▼ MON Nov 3 Salaried 8 Hour	*** e 08:00 am	e 12:00 pm	4.00	4.00	MON Nov 3		Lee's Summit	700140/999570-Senio	Choose...	
	*** e 12:58 pm	e 04:57 pm	3.98	4.00	MON Nov 3		Lee's Summit	700140/999570-Senio	Choose...	
	+		7.98 hrs	8.00 hrs						
▼ TUE Nov 4 Salaried 8 Hour	*** e 08:00 am	e 12:00 pm	4.00	4.00	TUE Nov 4		Lee's Summit	700140/999570-Senio	Choose...	
	*** e 01:00 pm	e 05:00 pm	4.00	4.00	TUE Nov 4		Lee's Summit	700140/999570-Senio	Choose...	
	+		8.00 hrs	8.00 hrs						
▼ WED Nov 5 Salaried 8 Hour	*** e 01:02 am	e 05:03 am	4.02	4.00	WED Nov 5		Lee's Summit	700140/999570-Senio	Choose...	
	*** e 07:59 am	e 12:01 pm	4.03	4.00	WED Nov 5		Lee's Summit	700140/999570-Senio	Choose...	
	+		8.05 hrs	8.00 hrs						
▼ THU Nov 6 Salaried 8 Hour	*** e 08:01 am	e 11:59 am	3.97	4.00	THU Nov 6		Lee's Summit	700140/999570-Senio	Choose...	
	*** e 01:00 pm	e 05:00 pm	4.00	4.00	THU Nov 6		Lee's Summit	700140/999570-Senio	Choose...	
	+		7.97 hrs	8.00 hrs						
▼ FRI Nov 7 Salaried 8 Hour	*** From am	To am	8.00	8.00	FRI Nov 7	Sick	Lee's Summit	700140/999570-Senio	Choose...	
	+		8.00 hrs	8.00 hrs						



You can now see on the timesheet that it shows it has been approved for the current time period:

← Timesheet Edit

PP Peter Parker (BU0001)(Lee's Summit ⓘ) | 📅 ◀ November 01, 2025 - November 15, 2025 ▶ ✅ Approved 🔒

Time Entry

Extra Pay & Counter Adjustment

Exceptions

Calc Detail

Calc Summary

Counters

Summary By Day

32.00 hrs

Worked Hours

8.00 hrs

Time Off Hours

0.00 hrs

Overtime Hours

✅ Approved 🔒



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MISSOURI

The final step after reviewing and approving the timesheets is to submit them. From the “Timesheets” screen, you will now need to select the timesheet again and select “Submit”. This will submit the timesheet to Payroll for processing.

← Timesheets (Current)



[View](#) [Submit](#) [Approve](#)

Current view ▾ | 2 | Date: 11/08/2025 | Show My Timesheets Only Ⓞ

<input checked="" type="checkbox"/>		Permission ▾	Approval State ▾	Employee Id ↑ ▾	First Name ▾	Last Name ▾	Raw Hours ▾	# Records ▾	# Unapproved Time Entries ▾	Timesheet			
<input checked="" type="checkbox"/>					Approve	Submitted	BU0001	Peter	Parker	40.00	9	9	11/01/2025



You will see a warning that once the timesheet is submitted, you will no longer be able to make changes. Select “Submit”.
(If changes are absolutely required, reach out to Payroll as soon as possible)

Submit timesheet(s) for approval?

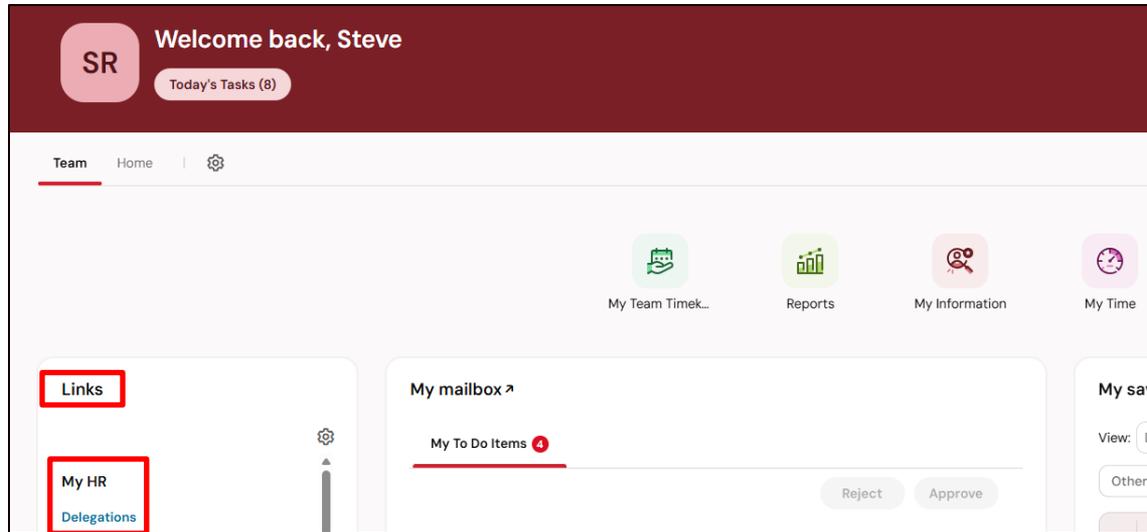
You are about to submit timesheet(s) for approval. Once timesheet(s) are submitted for approval, any further modification would not be allowed.

Comment

CancelSubmit

Delegations – formerly known as “Proxies”

If you will be on vacation or away from work for any length of time, you must set up a “Delegate” to approve time-off requests, approve time entries, and approve/submit timesheets for your employees. From the main page, on the left side in the “Links” area, select “Delegations”.



At the “Delegations” screen below, if you have any delegates set up in the system, they will be listed here. This user has no delegates yet. To add a delegate, in the upper right corner, select “Add New”.

My HR > Delegations

< **Delegations**



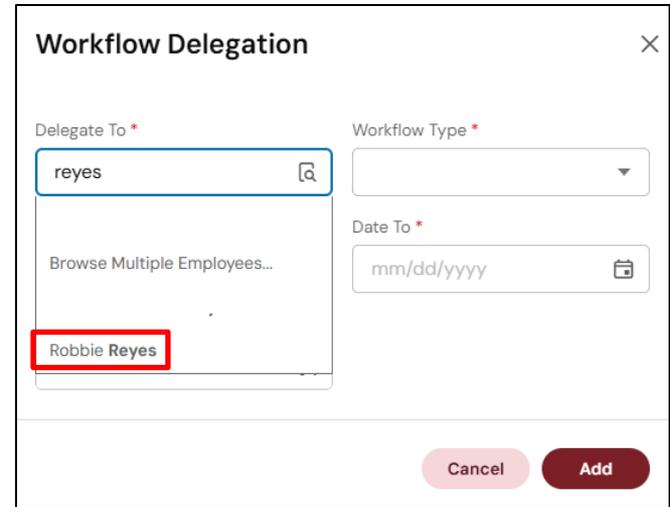
Add New

View: [System] | 2 Columns (2)



Employee Id	Username	First Name	Last Name	Employee Status	Workflow Type	Date From	Date To
<input type="text" value="starts with"/>	<input "="" type="text" value="="/>	<input type="text" value="starts with"/>	<input type="text" value="starts with"/>	<input type="text" value="!= Terminated"/>	<input "="" type="text" value="="/>	<input "="" type="text" value="="/>	<input "="" type="text" value="="/>

You will see the workflow Delegation window below. Here, you can choose whom you want to delegate your UKG manager responsibilities to during your absence. For this example, we want to make Robbie Reyes our delegate. In the “Delegate to” box, type their last name, and you will see UCM employees with that last name, select the one needed.



The screenshot shows a 'Workflow Delegation' window with the following fields and options:

- Delegate To ***: A search input field containing 'reyes' with a magnifying glass icon. Below it is a dropdown menu showing 'Robbie Reyes' highlighted with a red box. A link 'Browse Multiple Employees...' is also visible.
- Workflow Type ***: A dropdown menu.
- Date To ***: A date input field with the placeholder 'mm/dd/yyyy' and a calendar icon.
- Buttons**: 'Cancel' and 'Add' buttons at the bottom right.

Next is 'Workflow Type'. There are three available workflow types: **Time Off Request**, **Timesheet**, and **Timesheet Change Request**. Only one workflow type may be selected and updated at a time. If you would like your delegate to have access to all three, the delegation process must be completed separately for each workflow type. For this example, select 'Time Off Request'

Workflow Delegation ✕

Delegate To *
Robbie Reyes ⊗ 🔍

Date From *
mm/dd/yyyy 📅

Workflow Group
Choose... 🔍

Workflow Type *

- Time Off Request
- Timesheet
- Timesheet Change Request

Cancel Add



Updating the 'Date From' and 'Date To' fields define the date range that you want the delegate to have access to the workflows. The "Date to" can not be beyond 12/31/2070. Then go into the Workflow Group and select "All Company Employees" and select 'Save'

Workflow Delegation



Delegate To *

Workflow Type *

Date From *

Date To *

Workflow Group

Cancel

Save



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You will be returned to your Delegations page.
You can see that Robbie Reyes was given “Time Off Request”
access to the employees you supervise.
Repeat these steps to give them access to “Timesheet” and
“Timesheet Change Request” (if necessary)

← **Delegations** ⌵

View: [System] | 2 Columns (2)

Employee Id	Username	First Name	Last Name	Employee Status	Workflow Type	Date From	Date To
<input type="text" value="starts with"/>	<input "="" type="text" value="="/>	<input type="text" value="starts with"/>	<input type="text" value="starts with"/>	<input "="" type="text" value="!="/>	<input "="" type="text" value="="/>	<input "="" type="text" value="="/>	<input "="" type="text" value="="/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="reyes"/>	<input type="text" value="Terminated"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
BU0003	Sstudent	Robbie	Reyes	Active	Time Off Request	12/01/2025	12/31/2070