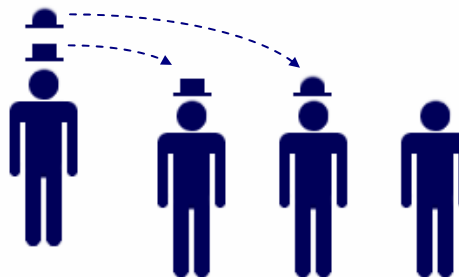


Enterprise eTIME

Assigning Manager Backup Tasks Quick Reference

Are you taking an extended leave from work? Is this a busy time of year, necessitating temporary assistance from another manager with your timekeeping and/or scheduling duties?

Enterprise eTIME lets you delegate your manager authority to other managers by assigning them access rights to your timekeeping and/or scheduling functions. Other managers can then perform your tasks using their own user names and passwords. This feature helps to keep business processes moving even when you are not there.



Reviewing your Enterprise eTIME functions

After you identify a situation that requires you to delegate your timekeeping and/or scheduling tasks to other Enterprise eTIME managers, you should review your QuickNavs, menu options, and base group of employees to determine the functions you need the other managers to perform. Your ADP Representative will help to define a role that matches your specific needs.

Requesting backup coverage

The Mgr Delegation option on your Actions page lets you request assistance from another Enterprise eTIME manager. You can use this option when, for example, you will be absent for an extended period and want to send a request to another Enterprise eTIME manager to perform your timekeeping tasks.

To delegate your tasks to another manager:

- 1 Access **Actions** and click **Mgr Delegation**. If other delegation assignments exist, click **Create New Delegation**.
- 2 In the **Delegates** box, select the manager to whom you want to delegate your tasks.
- 3 Select the **Start Date** and **End Date** that encompasses the time span you need assistance.
- 4 Select the appropriate **Role** profile that includes the applicable Function Access and Display profiles for the tasks that you want to delegate to this manager. Contact your ADP Representative if the Role profile you require does not appear in the list.
- 5 Click **Save & Close**. The delegation request is sent to the manager-delegate's Inbox.

A screenshot of the 'Existing Delegations' and 'New Delegation' form. The 'Existing Delegations' section shows a list with 'None'. The 'New Delegation' section has the following fields: '* Delegate:' with a dropdown menu showing 'Clark, Freddie'; '* Start Date:' with a date field '8/06/2006' and a calendar icon; '* End Date:' with a date field '8/26/2006' and a calendar icon; and '* Role:' with a dropdown menu showing 'Department Manager Delegate'. At the bottom are 'Save & Close' and 'Cancel' buttons.

Manually canceling a manager backup request

Enterprise eTIME automatically terminates your delegated access rights to the other manager after the end date specified in the request. You might, however, want to cancel a manager backup request before the specified end date; for example, if you returned to work earlier than expected and no longer required the other manager's assistance to perform your timekeeping and/or scheduling tasks.

To manually cancel a manager delegation:

- 1 Access **Actions** and click **Mgr Delegation**.
- 2 Click **Remove Existing Delegation**.
- 3 Select the manager delegation that you want to cancel and click **Delete**.

A screenshot of the 'Existing Delegations' form. The list shows one entry: 'Clark, Freddie: 08/06/2006 - 08/26/2006, Department Manager backup'. Below the list are 'Delete' and 'Cancel' buttons.

Enterprise eTIME

Providing Manager Backup Coverage Quick Reference

Accepting or declining a manager's backup request

When an Enterprise eTIME manager sends you a request for assistance in performing his or her timekeeping and/or scheduling tasks, Enterprise eTIME automatically places a message and accompanying task in your Inbox. The message specifies the start and end dates and the role you would assume. You can accept or decline the delegation by replying to the message.

To accept or reject a manager's delegation request:

- 1 Access your **Inbox**.
- 2 On the **Tasks** tab, select the appropriate delegation request and click **Edit**.
- 3 In the **Action** section, select the appropriate option to either accept or decline the delegation request.
- 4 Optionally, include a message in the **Comment** box.
- 5 Click **Save & Close**.

New Delegation

Delegator: Fryman, Christy

Start Date: 8/06/2006

End Date: 8/26/2006

Role: Department Manager Delegate

Action

Select Action: Accept Delegation
 Decline Delegation

Comment: Will be glad to help

Save & Close Cancel

Accessing another manager's Enterprise eTIME functionality

After you accept a delegation request, Enterprise eTIME automatically provides you access to the functions granted to you on the start date specified in the request. Enterprise eTIME provides a "Switch Role" link that lets you perform your timekeeping and/or scheduling tasks, as well as the other manager's tasks that were delegated to you, in one session; you do not need to log out and then log back on using the other manager's user name and password.

To access another manager's tasks that were delegated to you:

- 1 Log on to Enterprise eTIME using your user name and password.
- 2 Locate the **Switch Role** link in the navigation bar. Myself appears under Switch Role, which identifies the QuickNavs, menu options, and employees as your Enterprise eTIME functions.
Note: If you do not see the Switch Role link, log off and then log back on to Enterprise eTIME.

Switch Role link Available delegates

Switch Role				
Switch Role Refresh				
	Delegator	Role	Start Date	End Date
<input checked="" type="radio"/>	Myself			
<input type="radio"/>	Fryman, Christy	Department Manager backup	02/06/2006	02/07/2006

- 3 Click **Switch Role**. The Switch Role page displays options for the delegations you accepted.
- 4 To display another manager's QuickNavs, menu options, and base group of employees, select the option for that manager and click **Switch Role**. The Enterprise eTIME page displays that manager's functions; the name of the other manager appears under Switch Role in the navigation bar.

Performing another manager's tasks

You can use the Enterprise eTIME functions delegated to you to perform the necessary timekeeping and/or scheduling tasks for the other manager. For example, you can modify schedule shifts for absent employees, or review and approve timecards. All edits you perform are recorded and assigned to your name for audit purposes. Inbox functions are not available to the delegated manager.

Accessing your own Enterprise eTIME functions

After you complete tasks for another Enterprise eTIME manager, you can easily access your Enterprise eTIME views to perform your timekeeping and/or scheduling tasks. To access your own functions, click **Switch Role** and select **Myself**.

