# How to: Delegate Timecards to other supervisors

1. Log into UKGPro
2. Go to the Menu – My Team – Time Management
3. Click on the Side Navigation menu (three lines in top left-hand corner)
4. Navigate to the Preferences section
5. Click on Delegation
6. Click into the first box on the first line and choose the supervisor that you want to Delegate to.
7. Select the Start date so it corresponds with the beginning of the pay period.
8. Leave the End date blank, or choose an expiration date if the Delegation is temporary.
9. Choose the default item and fill in the other columns all the way across to the Notified box.
10. Checkmark the Notified box and then SAVE. Don’t enter anything past that column.
11. Confirm that the entry Saved. If not, then re-enter and Save again.
12. Add the next supervisor who needs access in the same way.

# How to: Access employees that have been delegated to you

1. Log into UKGPro
2. Go to the Menu – My Team – Time Management
3. The Delegation dropdown will be on the right side of the green bar at the top of the screen.
4. Click on the dropdown and choose the supervisor that you want to approve timecards for.
5. That supervisor’s direct reports will come up on your screen. Select and approve the timecards the same way that you would for your own employees.
6. To go back to your own direct reports, choose your name from the Delegation dropdown.

*Either supervisor can approve the timecard of a shared employee. You can also click the “Approve” button and then only approve the specific days that the employee worked for you. (Only whole days can be approved, no partial days.) Please coordinate between supervisors to decide who is responsible for the final approval of the timecard.*