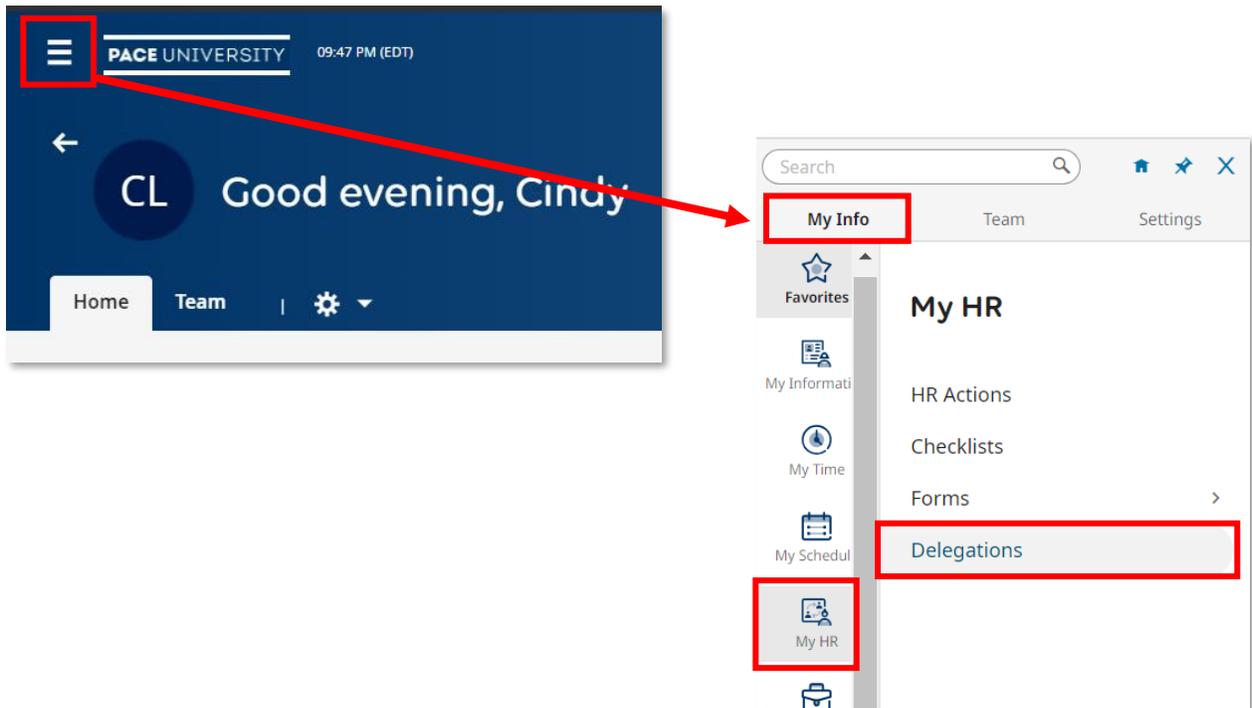


Setting up Delegations:

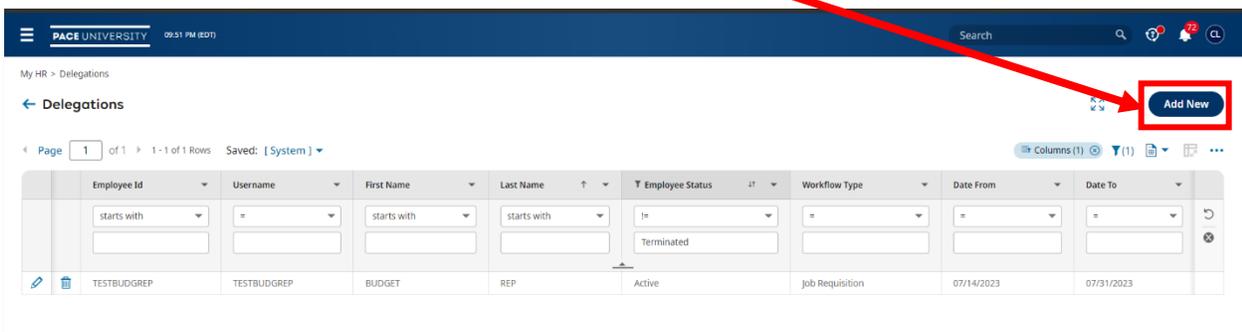
This training document is intended for Budget Representatives or managers to setup delegate access to grant their colleagues approval rights in UKG in their absence.

To begin, login to **Pace Portal** and under the Staff tab, click on the “**UKG Ready: for Hiring Managers**” link in the Manager Resources section.

Click on the hamburger menu in the upper left and navigate to the **My Info > My HR>Delegations**.



Click the “**Add New**” button located in the upper right corner:



Enter the following values in the popup box:

“**Delegate To**”-Search for the person you would like to grant approver access to in this field.

“**Workflow Type**”-Select Job Requisition to assign the posting Workflow. Select “Custom Form” to assign the Offer Letter Details approval.

“**Date From**”- the start date of their access.

“**Date To**”- the last date of their access.

Workflow Delegation

✕

Delegate To *

Workflow Type *

Date From *

Date To *

Workflow Group

Cancel Add

Click the “**Add**” button once done to add the Delegate to your “Delegations” list:

My HR > Delegations
10:09 PM (EDT)
Search

← Delegations
Add New

Page 1 of 1 | 1 - 2 of 2 Rows | Saved: [System]

	Employee Id	Username	First Name	Last Name	Employee Status	Workflow Type	Date From	Date To
	starts with	=	starts with	starts with	Terminated			
	U0000000	UKGTEST	Mickey	Mouse	Active	Job Requisition	08/14/2023	08/31/2023
	TESTBUDGREP	TESTBUDGREP	BUDGET	REP	Active	Job Requisition	07/14/2023	07/31/2023