# 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.**
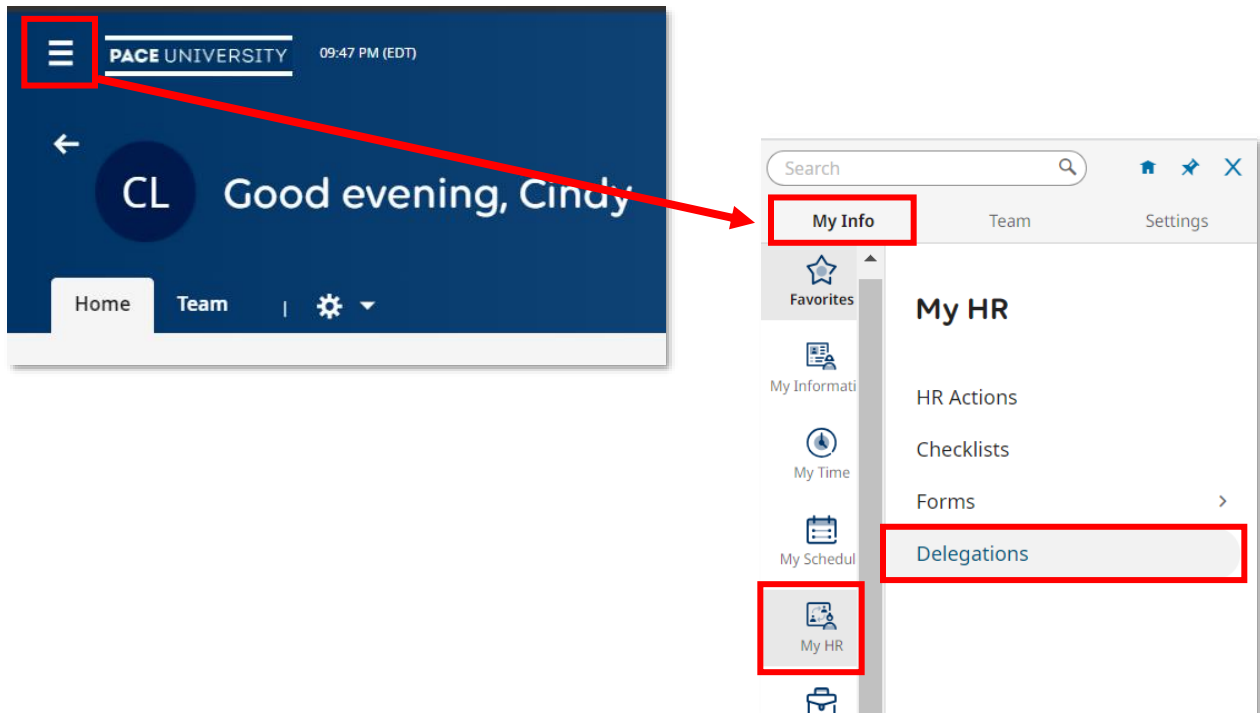


Click the "**Add New**" button located in the upper right corner:
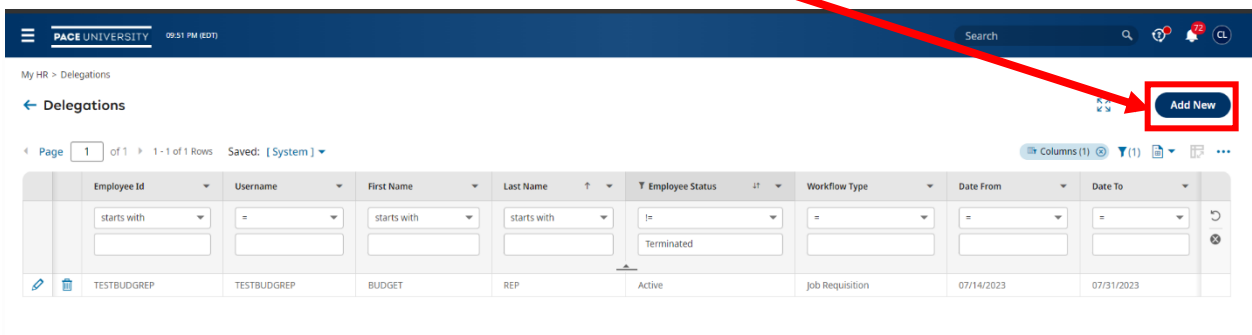
Enter the following values in the popup box:

"**Delegate To**"-Search for the person you would like to grant approver access to in this field.
"**Workflow Type**"-Please see Appendix A for a list of current workflow types used. To grant access to all of your approval permissions throughout the system, select "All Workflows."
"**Date From**"- the start date of their access.
"**Date To**"- the last date of their access.
"**Workflow Group**"-Search for your name and select it. This ensures the person you are delegating access to will have the same level of permissions as you.



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

# APPENDIX A:

## Workflow Types:

| Workflow Name | Type of Workflow |
|---|---|
| Job Requisition | Used for the posting workflow in Recruitment |
| Custom Form | Used to assign the Offer Letter Details form |
| Time Off Request | Used to approve Time Off Requests |
| Timesheet | Used to approve Timesheets |
| Timesheet Change Request | Used to approve Timesheet Change Requests (ie. Missing punches, cancelling time off, changing cost center etc.) |
| All Workflows | Used to grant access to all approval workflows in the system |