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.

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