DELEAGATES?

Did you know about the "Delegate" function in Oracle HCM? Delegates are meant to give another supervisor temporary access to approve timecards, absences, and/or expenses in Oracle. Delegates have limited abilities within Oracle and are designed to ensure that if a supervisor is out of the office, their employees' timecards, absence requests, etc., will be reviewed and approved in a prompt manner.

Delegated supervisors are only able to review timecard and absence requests via the notification email and notification "bell" within Oracle. Delegates are not able to view the employee's timecard history or absence history. Delegated supervisors will only be able to review and approve or deny a timecard or absence request; they will not be able to edit the request themselves.

Remember, there are many workflows within Oracle. Timecards are one workflow and absences are another. You may need to delegate more than one workflow (timecard, absences, etc.) depending on if your team members are nonexempt and utilize timecards.

HOW TO ENABLE A DELEGATE

- Log in to Oracle and navigate to the "ME" tab.
- Click on the "Roles and Delegations" purple application icon.
- You will see any previously assigned delegates here.
- Review existing delegations set up for Finance Tasks and delete (see delegate reference guide for more information).
- To add a new delegate, click "+" to add.
- Fill out the required information (see screen grab below), including Rule Name (make up your own); Start Date; End Date; Category (time and labor, absence, etc.); and Delegate To (another supervisory team member).
- Save.

RELATED LINKS:

- ["Manager Self Service" Video Guide](#)
- [Delegate Reference Guide](#)

SHARE A TIP, ASK A QUESTION

As always, *we want to hear from you*. If you have a question or tip you'd like us to share, email HR@middlebury.edu