

UKG Dimensions-Delegate Your Access

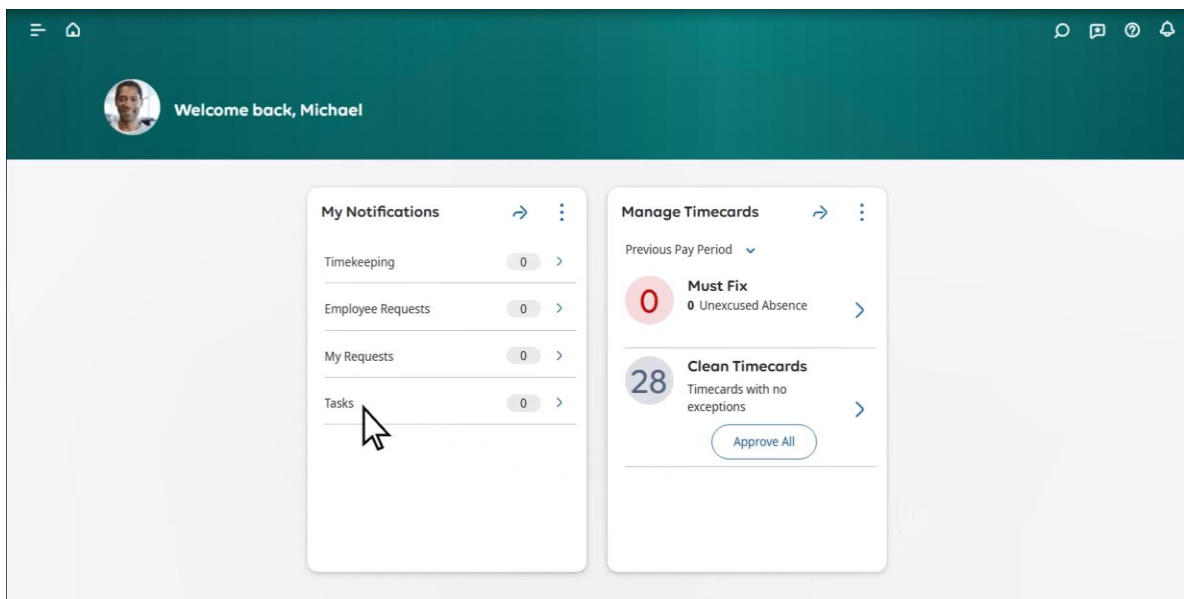


Reliable – Personal – Patient
Respectful – Empowering – Responsive

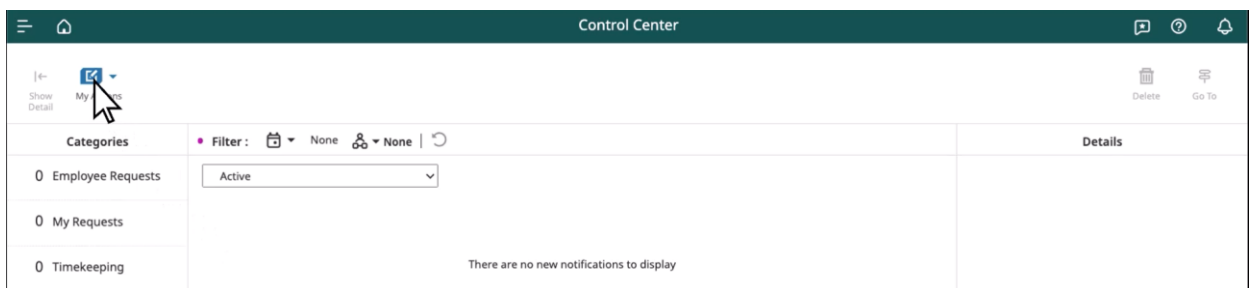
Tools/Systems	UKG Dimensions
Notes:	Please review the following guide for assistance delegating your tasks

Notes

Select “Tasks” in your “My Notification” tile



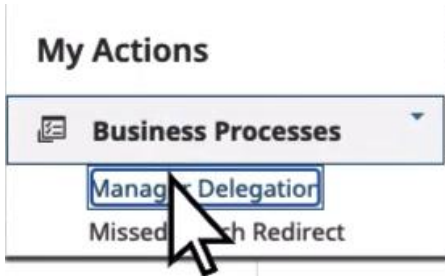
Select “My Actions”



Select “Business Processes”



Select "Manage Delegations"



The manager Delegation tab will open, select the desired manager from the "Delegate" drop down menu

A screenshot of the 'Manager Delegation' form. The form has a title bar with a close button. Below the title bar, there's a section titled 'New Delegation'. It contains four required fields: 'Delegate*' with a dropdown menu showing 'Black, Clyde H'; 'Start Date*' with a date picker and a 'Clear' link; 'End Date*' with a date picker and a 'Clear' link; and 'Role Profile*' with a dropdown menu showing 'Backup Manager'. At the bottom of the form is a blue 'Submit' button.

Select start and end dates

Manager Delegation



New Delegation

Delegate*

Martin, Olivia A

Start Date*

Select a date



Clear

← Jun 2022 →						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Select "Submit"

Manager Delegation



New Delegation

Delegate*

Martin, Olivia A

Start Date*

6/19/2022



Clear

End Date*

6/25/2022



Clear

Role Profile*

Backup Manager

Submit