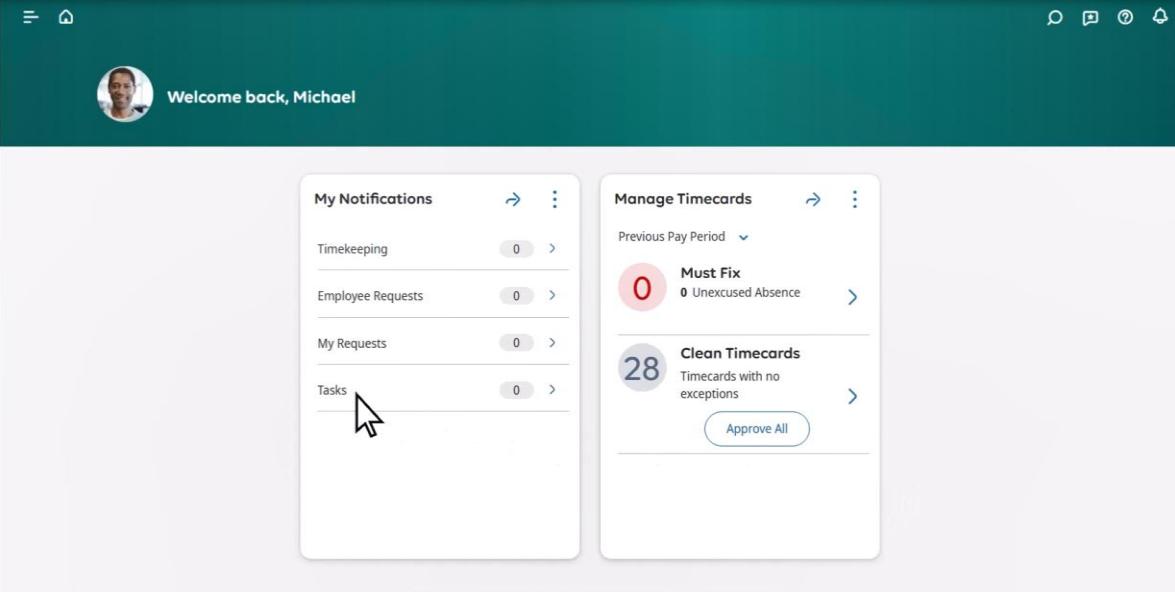
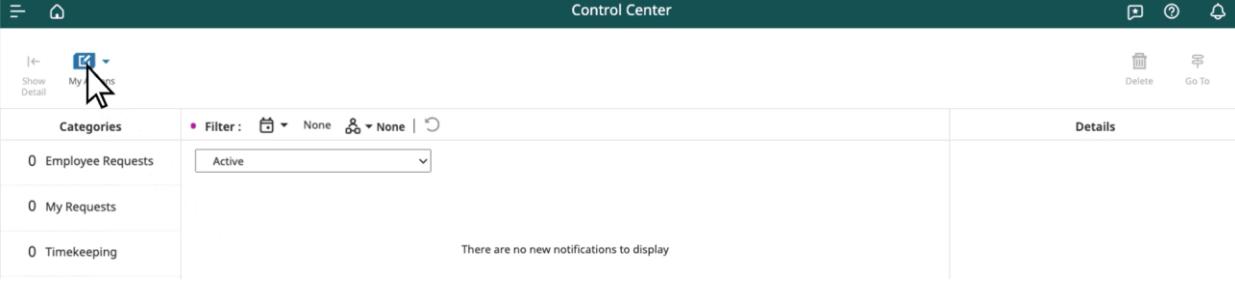


UKG Dimensions-Delegate Your Access



Reliable – Personal – Patient
Respectful – Empowering – Responsive

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

Notes	<p>Select “Tasks” in your “My Notification” tile</p>  <p>Select “My Actions”</p>  <p>Select “Business Processes”</p>
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Select "Manage Delegation"



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 is titled 'Manager Delegation' and has a close button. It contains fields for 'New Delegation', 'Delegate*', 'Start Date*', 'End Date*', 'Role Profile*', and a 'Submit' button. The 'Delegate*' field is populated with 'Black, Clyde H' and has a cursor arrow pointing to it. The 'Start Date*' field is also highlighted with a blue border and a cursor arrow points to it.

New Delegation
Delegate*
Black, Clyde H
Start Date*
Select a date
End Date*
Select a date
Role Profile*
Backup Manager
Submit

Select start and end dates

Manager Delegation X

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 X