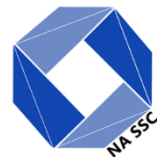


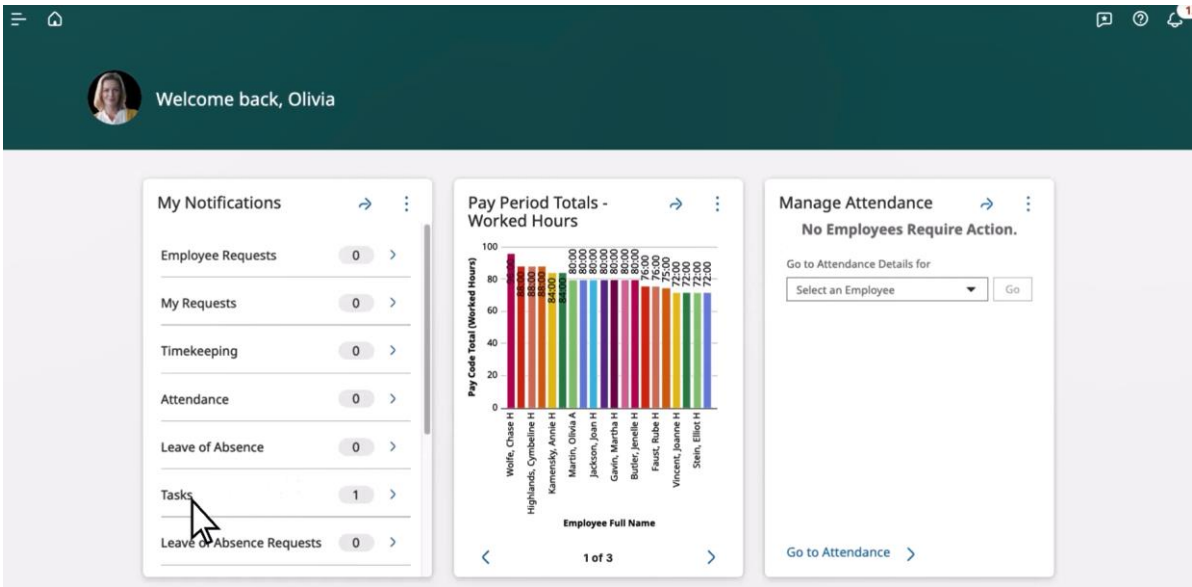
# UKG Dimensions- Accept Delegation



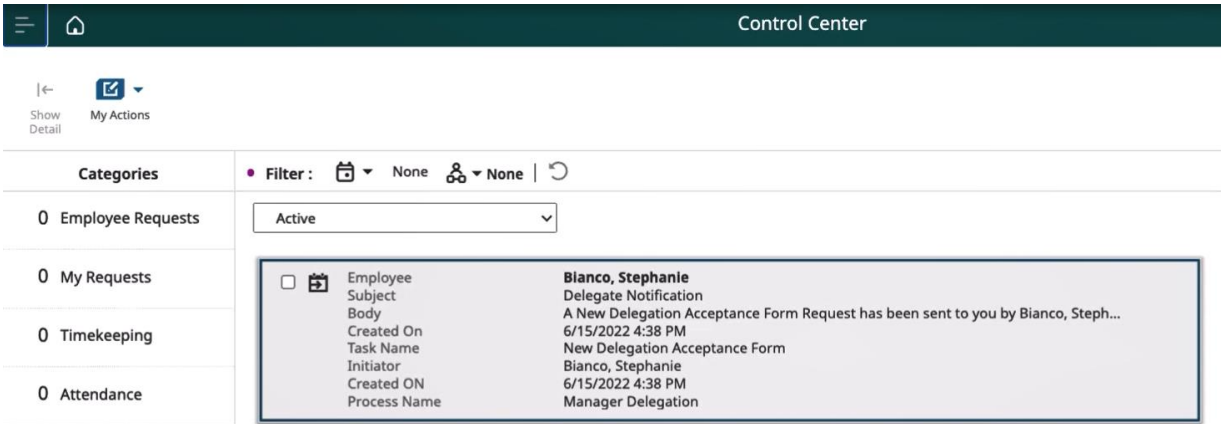
Reliable – Personal – Patient  
Respectful – Empowering – Responsive

Tools/Systems	UKG Dimensions
Notes:	Please review this guide for assistance accepting a delegation request

Notes Select “Tasks” in “My Notification” tile



Select “Delegation Notification” task



Manager Delegation bar will open. Select “Accept”

The screenshot shows the 'Control Center' interface. On the left is a sidebar with categories: Employee Requests, My Requests, Timekeeping, Attendance, Leave of Absence, Tasks (highlighted with 1 item), Leave of Absence Requests, Shift Swap, and System Messages (11 items). The main area displays a notification for 'Blanco, Stephanie' regarding a 'New Delegation Acceptance Form Request'. The notification details include: Subject: Delegate Notification, Body: A New Delegation Acceptance Form Request has been sent to you by Blanco, Steph..., Created On: 6/15/2022 4:38 PM, Task Name: New Delegation Acceptance Form, Initiator: Blanco, Stephanie, Created ON: 6/15/2022 4:38 PM, and Process Name: Manager Delegation. On the right, the 'Manager Delegation' details form is visible, showing fields for Delegator (Blanco, Stephanie), Start Date (06/19/2022), End Date (06/25/2022), and Role Name (Backup Manager). At the bottom of the form, the 'Select Action\*' section shows 'Accept' selected with a radio button, and 'Reject' is also visible. A mouse cursor is pointing at the 'Accept' option.

Select “Submit”

This screenshot shows a close-up of the 'Manager Delegation' details form. The form includes fields for 'Delegator' (Blanco, Stephanie), 'Start Date' (06/19/2022), 'End Date' (06/25/2022), and 'Role Name' (Backup Manager). Below these is the 'Select Action\*' section, where 'Accept' is selected with a radio button, and 'Reject' is also visible. A mouse cursor is pointing at the 'Accept' option. At the bottom of the form is a large blue 'Submit' button.