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Accept Delegation



Navigation: Main Menu

1. From the **My Notifications** tile on the desktop, select Tasks to open the Tasks workspace.
2. Select the Delegate task. The applicable information is listed in the Details column.
3. Select Accept or Reject and optionally enter a comment.
4. Click Submit.
5. Log out and log back in again.
6. At the top of the Main Menu , expand the Employee Settings Menu .
7. Expand Switch Roles. There are two options: My Roles and Delegated Roles. To switch roles with the delegator, double-click the delegator's name and delegation dates.
8. The desktop refreshes and the My Profiles tile lists the delegator's information, for example, under the delegate's name, it displays "Acting As DelegatorName".
9. When the delegate wants to return to his or her own role, repeat steps 5 through 7.