

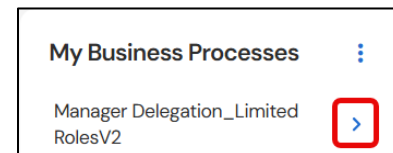
Overview

When a manager expects to be unavailable to perform their duties, the tasks may be delegated to another manager. For example, the delegate manager may perform tasks such as approving time off requests, entering pay codes, and approving timecards during the manager's absence.

- **Manager Delegation** is a direct request between two managers. The manager (delegator) who requests backup initiates the delegation request, and the receiving manager (delegate) may accept or reject the request.
 - **Requesting Backup Coverage**
 - **Accepting or Declining Backup Coverage Request**
 - **Switching to Delegated Roles**
 - **Cancelling the Delegation**

Requesting Backup Coverage

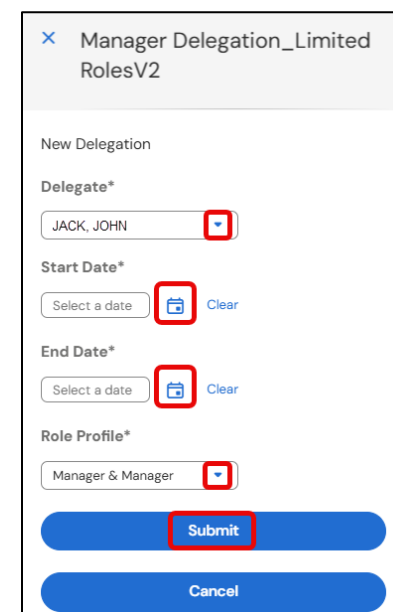
1. From the **Business Processes** tile on your home page, select the **Manager Delegation** right facing arrow.



The Manager Delegation slider opens.

2. In the Delegate field, select the manager to whom authority will be delegated during your absence. Select the **Start Date** and **End Date** from the calendars .

3. Typically, the default Role Profile is sufficient. If not, select the appropriate **Role Profile** for the delegate.
4. Click **Submit**. The delegation request will notify the Manager/Supervisor as a **Task** from the **My Notifications** tile.

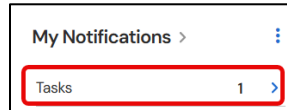


Manager Delegation for Requesting Backup Coverage



Accepting or Rejecting Delegated Coverage Requests

1. From the **My Notifications** tile on the desktop, select **Tasks** to open the Tasks workspace.



The Control Center page displays.

The screenshot shows the eSTART Control Center interface. On the left, a sidebar lists categories: '1 Tasks' (highlighted), 'My Requests', 'Employee Requests', and 'Timekeeping'. The main area displays a list of tasks under the 'Active' filter. A task is highlighted with a red box, showing details for 'MANAGER1, JOHNB' who submitted a delegation on 3/30/2026 2:55 PM. The task name is 'New Delegation Acceptance Form' and the assignee is 'JACK, JOHN'. On the right, the 'Details' column shows the delegation information, including the delegator 'MANAGER1, JOHNB (T510001)', start and end dates, and role name 'Manager & Manager'. At the bottom of the details, there are radio buttons for 'Accept' (highlighted) and 'Reject', a comment field, and a 'Submit' button.

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**.

Note: After accepting the delegation, the delegate needs to log out of the eSTART application and log back in to display the option to switch roles and manage the delegation.

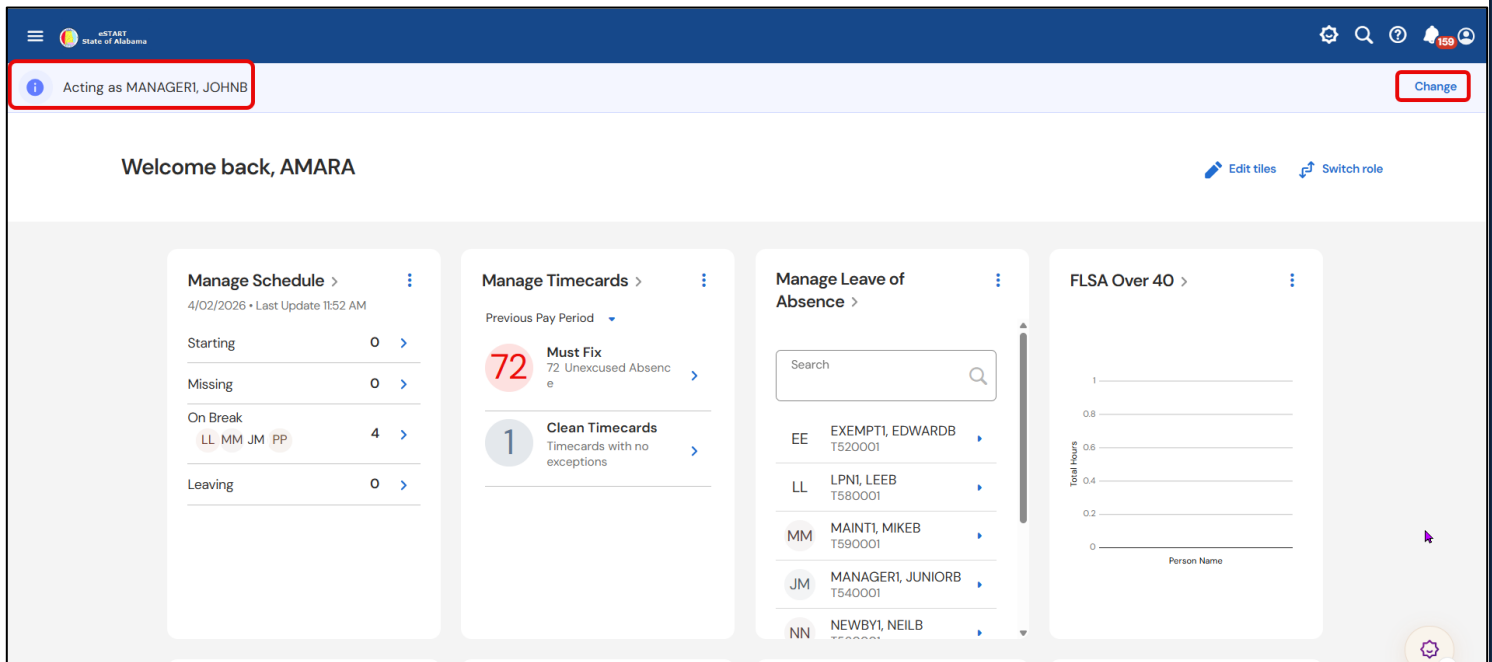
Manager Delegation for Requesting Backup Coverage



Switching to Delegated Role



1. Click **Switch Role**. The Roles and Employments slider opens.
2. Under the **Role** field, click the **drop-down list** to switch roles from the default Role to the delegate role.
3. Click **Confirm**.
4. The home page refreshes and displays an informational alert "Acting as Delegator Name" at the top left-side corner of the page. All necessary tiles to manage the delegator's employees will display. Note: The page will not display any "My" Tiles (My Notifications, My Time, My Schedule, My Time Off, My Accruals, or My Business Processes).



5. To switch back to your initial role, click **Change** or **Switch Role** and repeat steps 2-3.

Cancelling a Delegation

From the delegator's home page:

1. From the **My Business Processes** tile, click **Manager Delegation**.
The delegation slider opens.
2. Click **Delete Existing Delegation**.
3. Click **Next**.
4. Review the list of delegations and select the appropriate delegation to delete.
5. Click **Submit**.

✕ Manager Delegation_Limited RolesV2 Delegations Exist Select Action :* ☐ Create New Delegation ☒ Delete Existing Delegation Next	✕ Manager Delegation_Limited RolesV2 Delete Existing Delegations* ☒ JACK, JOHN (403381) : 4/01/2026 - 4/15/2026, Manager & Manager Submit Cancel
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