

In some instances, the approval of a time card may need to be delegated to a user other than the original approver. In addition, it may be beneficial to share access to time card monitoring tools with those who act as approval delegates. See below for more information on Ignite's Approval and Role Delegation process, and in-system steps for delegating approvals/roles.

## EXPECTATIONS AND IMPLICATIONS OF DELEGATION

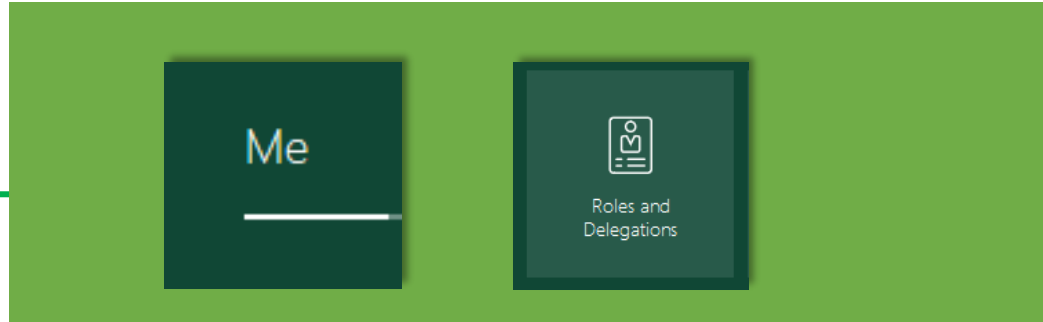
- It is expected that both the approver and the delegate understand the requirements for verifying the transaction.
  - For example, the financial impact of approving/rejecting a time card
- Delegates are also expected to have capacity to carry out the same level of review as the approver.
  - Delegation does not relieve the *responsibilities* associated with the approval, but rather the *act of* approving.



To allow the delegate to approve on behalf of you through the Bell Notification, follow the Approval Delegation steps described below.

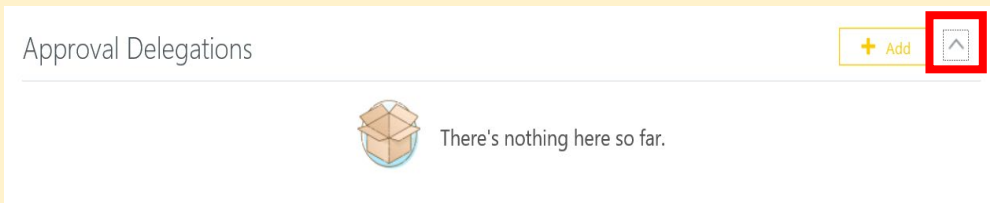
1

First, navigate to the **Me** tab on your Ignite home page and select the **Roles and Delegations** tile.



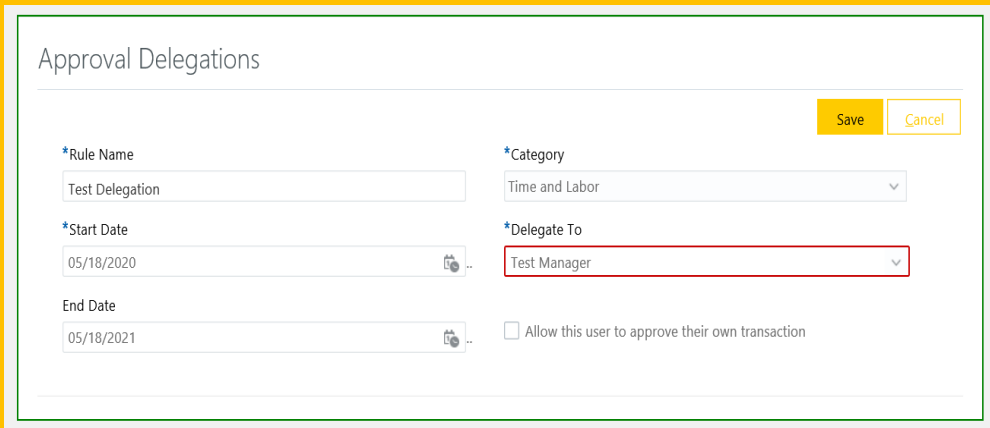
2

Next, scroll until you find the *Approval Delegations* section. Click the **arrow** to expand and then select **Add**.



3

Enter a unique **Rule Name**, along with the **Start and End Date** of the Approval period. Select the Category of **Time and Labor**. To search for a delegate, begin typing the delegates name in the **Delegate To** box and select the user to delegate the approval to. Click **Save**. The delegation process is complete.



Approval Delegations

Save Cancel

\*Rule Name  
Test Delegation

\*Category  
Time and Labor

\*Start Date  
05/18/2020

End Date  
05/18/2021

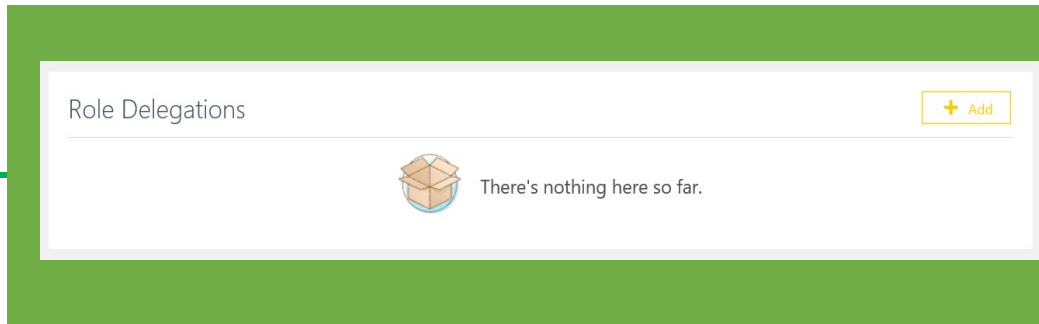
\*Delegate To  
Test Manager

Allow this user to approve their own transaction

To allow the delegate to view and monitor your employees time card entries in Team Time Cards and the Hours Monitor Report, you will also need to submit a Role Delegation, described below. Please note, this Role Delegation will also give the delegate access to salary data for your direct reports.

1

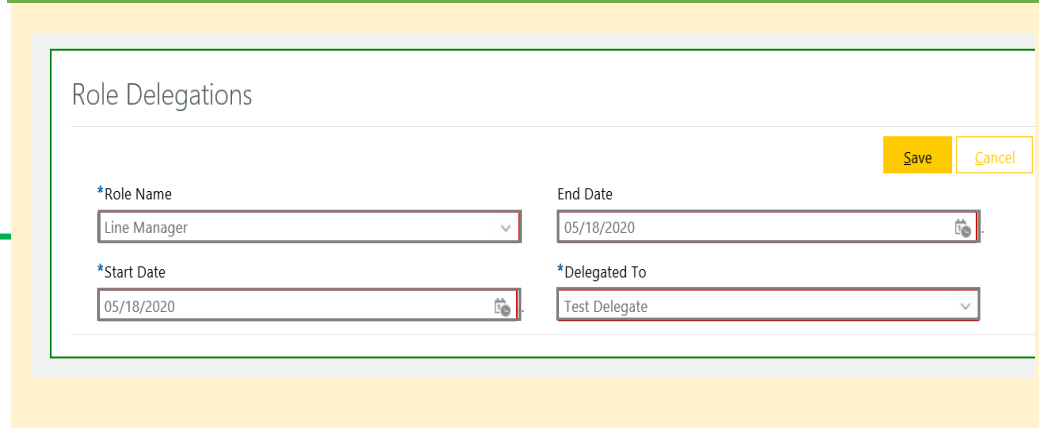
In the Roles and Delegations page from above, scroll to *Role Delegations*. Select **Add**.



The screenshot shows the 'Role Delegations' section of a web application. At the top right, there is a yellow button with a plus sign and the text '+ Add'. Below this, there is a large empty space with a light blue box containing a cardboard box icon and the text 'There's nothing here so far.'

2

Enter *Line Manager* for the **Role Name**, a **Start and End Date** of the delegation, and the same Delegate entered in the Approval Delegation process. Then, click **Save**. The delegate now has permission to view and monitor your employees time card information.



The screenshot shows the 'Role Delegations' form. At the top right, there are two yellow buttons: 'Save' and 'Cancel'. The form contains four fields: '\*Role Name' with a dropdown menu showing 'Line Manager', '\*Start Date' with a date input field showing '05/18/2020', 'End Date' with a date input field showing '05/18/2020', and '\*Delegated To' with a dropdown menu showing 'Test Delegate'.