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.

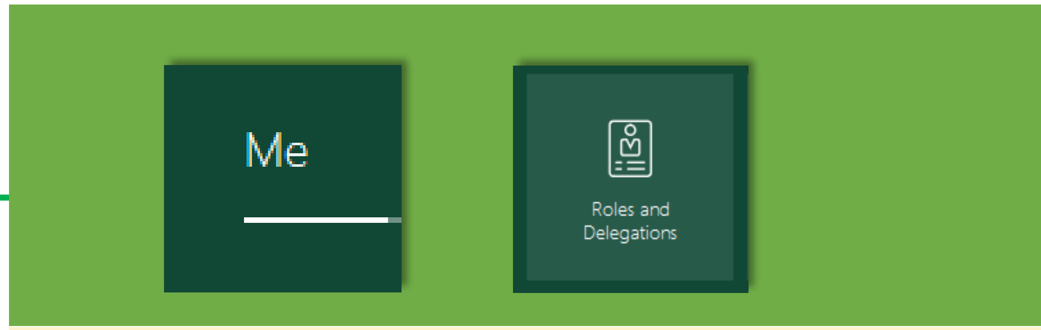
EXPECTATIONS AND IMPLICATIONS OF DELEGATION

- 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.

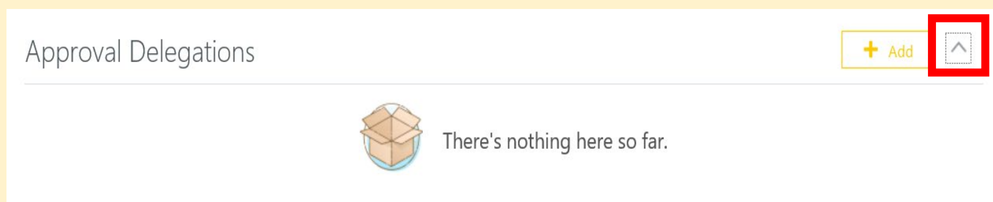
1

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



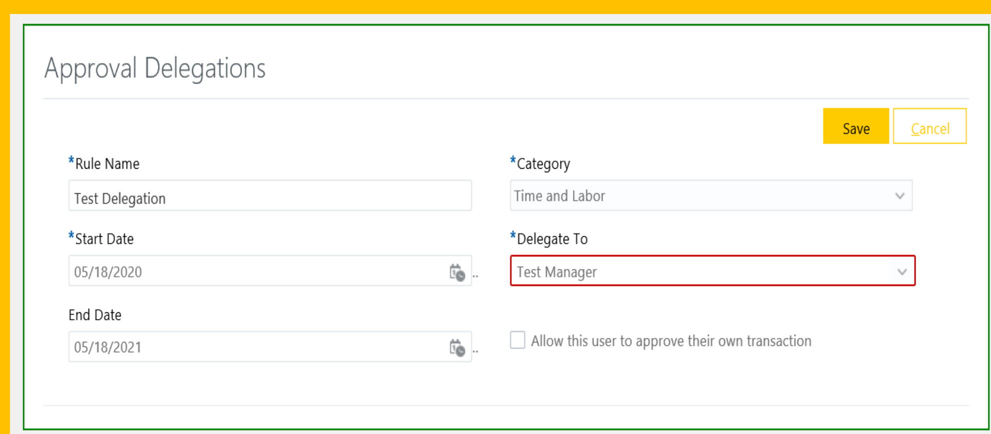
2

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



3

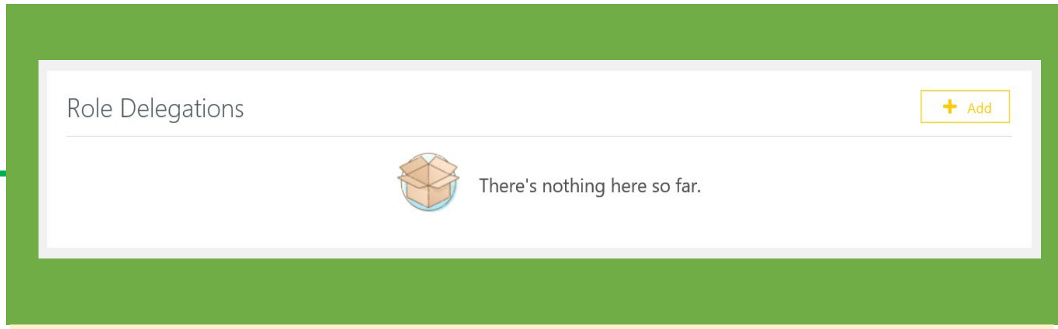
Enter a unique **Rule Name**, along with the **Start and End Date** of the Approval period. Select the Category of **Time and Labor.** To search for a delegate, begin typing the delegates name in the **Delegate To** box and select the user to delegate the approval to. Click **Save**. The delegation process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



To allow the delegate to view and monitor your employees time card entries in Team Time Cards and the Hours Monitor Report, your 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**.



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.