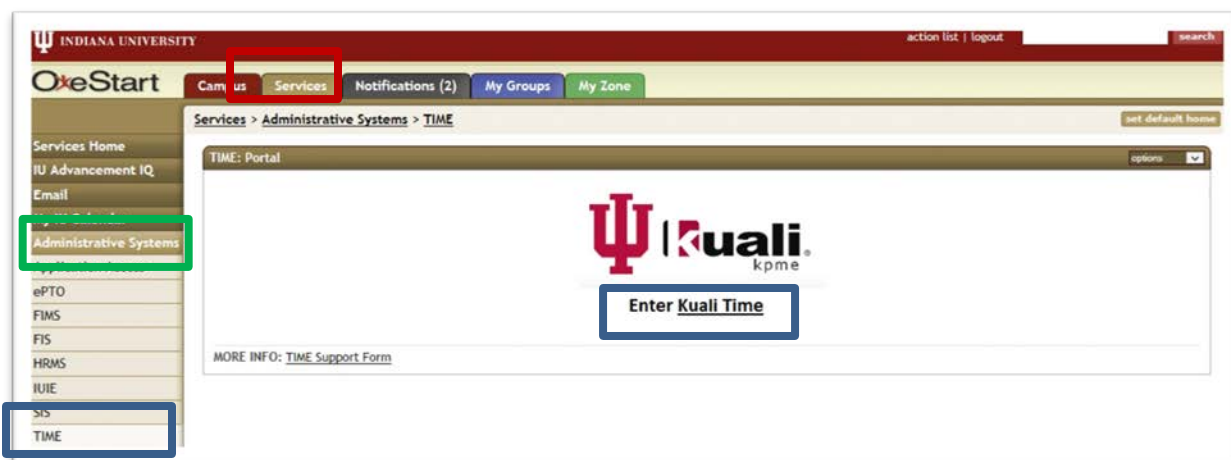


Kuali Time Quick Start Guide: Adding Approver and Payroll Processor Delegates

- Allows Department Administrator to temporarily assign approval to another person.
- Delegate can approve timesheets when the main approver or payroll processor is unavailable.
- Does NOT permanently delegate those responsibilities to that user.
- Can enter a date when the delegation expires.

Login to Kuali Time

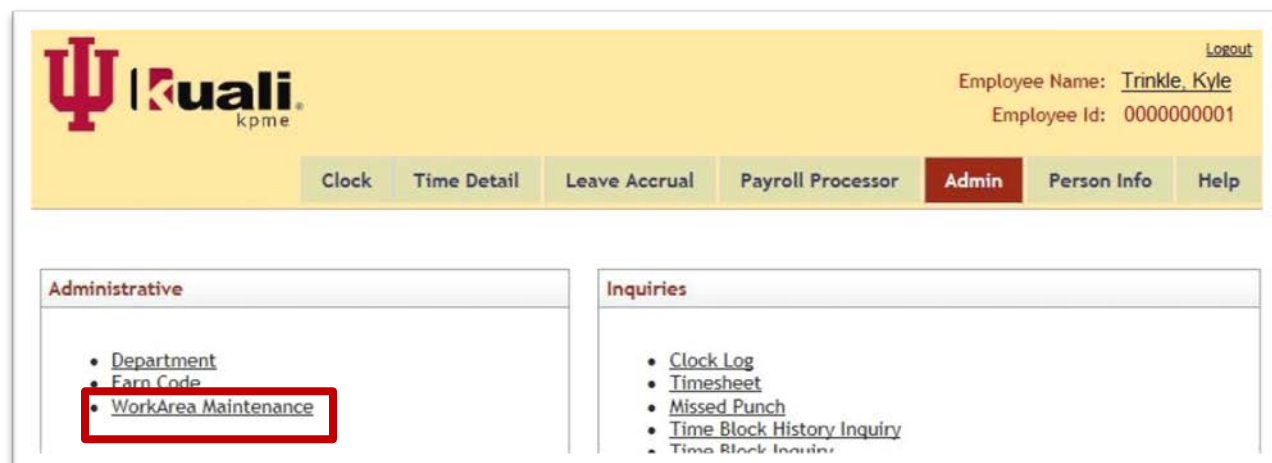
1. Login to OneStart at <https://onestart.iu.edu>.
2. Go to **Services** tab at the top of the webpage (red box below).
3. Click on **Administrative Systems** on the left side of the page (green box below).
4. Click on **TIME** link in the left menu, and then click on the **Enter Kuali Time** link (blue boxes below).



Add Approver Delegate

An Approver Delegate can approve timesheets on behalf of the main approver. This role must be assigned by Work Area.

1. On **Admin** tab, look under the **Administrative** menu, and click on **WorkArea Maintenance** link (red box below).



Kuali Time Quick Start Guide: Delegations

- In the Work Area Lookup, enter your search criteria (e.g., Department ID and/or Work Area) and click **search** (blue box below).
- In the results, find the Work Area you want and in the 'Actions' column click **edit** (red box below).
- Work Area Document opens, and at top of page, enter a document description in the 'Description' field (green box below):

Work Area Lookup create new

* required field

Department: BA-RPAS

Work Area: 1155

Description:

Effective Date From:

Effective Date To:

Active?: Yes No Both

Show History: Yes No

One item retrieved. 1

Actions	Department	Work Area	Description	Default Overtime Earn Code	Effective Date	Active?
edit view	BA-RPAS	1155	HC Willkie Quad 6036492	OVT	01/01/1901	Yes

Work Area Document Doc Nbr: 25062413 Status: INITIATED

Initiator: ktrinkle Created: 03:52 PM 02/14/2014

expand all collapse all * required field

Document Overview hide

* Description: adding approver delegate for WA 1155

Explanation:

Organization Document Number:

Work Area Maintenance hide

Old	New
Effective Date: 01/01/1901	* Effective Date: 02/14/2014
Work Area: 1155	Work Area: 1155
Description: HC Willkie Quad 6036492	* Description: HC Willkie Quad 6036492
Overtime Edit Role: Payroll Processor	* Overtime Edit Role: Payroll Processor
Default Overtime Earn Code: OVT	Default Overtime Earn Code: OVT
Department: BA-RPAS	* Department: BA-RPAS
Admin Description: WILLKIE QD 6036492	Admin Description: WILLKIE QD 6036492
Active?: Yes	* Active?: <input checked="" type="checkbox"/>

Tasks hide

New Task

* Effective Date: 02/14/2014

Task:

* Description:

Administrative Description:

* Active?:

add

Roles hide

New Role

* Effective Date: 02/14/2014

Principal Id: 0123456789

Name:

* Role Name: Approver Delegate

Expiration Date: 04/03/2014

* Active?:

add

hide Role

5. Go to the 'Roles' sub-section (blue box above):
 - Enter the 'Effective Date' on which you want this delegation to take effect (defaults to the current date).
 - Enter or select the 'Principal Id' (employee Id) of the new delegate.
 - Select *Approver Delegate* as the Role Name.
 - (Optional step) You can enter the date when this role will expire in the 'Expiration Date' field.
 - Click **add** button to add the new delegate to the document (new delegate role appears at bottom of page).
6. Repeat step 5 above for each approver delegate you need to add.
7. When you are finished adding delegates, click **submit** at the bottom of the page.
8. After submitting, the document will have 'Enroute' status. To exit, click **close** at the bottom of the page.

Add Payroll Processor Delegate

A Payroll Processor Delegate can approve timesheets on behalf of the main payroll processor. This role must be assigned by Department.

1. On **Admin** tab, look under the **Administrative** menu, and click on **Department** link.

The screenshot shows a web interface for a 'Department Lookup' form. The form has several input fields: 'Location' (highlighted with a green box), 'Department', 'Description', 'Show History' (radio buttons for Yes/No), and 'Active' (radio buttons for Yes/No/Both). Below the form are 'search', 'clear', and 'cancel' buttons. Below the form, it says 'One item retrieved. 1'. Below that is a table with columns: 'Actions', 'Department', 'Description', 'Time Stamp', and 'Active'. The table has one row with the following data: 'edit view' (under Actions), 'UA-FMOP' (under Department), 'FMS ADMINISTRATION' (under Description), '11/16/2010 12:00 AM' (under Time Stamp), and 'Yes' (under Active). The 'edit' link in the 'Actions' column is highlighted with a blue box. Below the table, it says 'One item retrieved. 1' and 'Export options: CSV | Excel | XML'.

2. On the Department Lookup, enter your Department and click **search** (green box above).
3. In the results, under 'Actions' column, click **edit** (blue box above).
4. Department Document opens. At top of page, enter a document 'Description' (black box below).

The screenshot shows a web application interface for a Department Document. At the top, it displays 'Department Document' with a help icon, 'Doc Nbr: 25062417', 'Status: INITIATED', 'Initiator: strnide', and 'Created: 04:56 PM 02/14/2014'. Below this are sections for 'Document Overview', 'Department Maintenance', and 'Roles'. The 'Roles' section is expanded, showing a 'New Role' form with the following fields: 'Effective Date' (02/14/2014), 'Principal Id' (0123456789), 'Role Name' (Payroll Processor Delegate), 'Expiration Date' (04/06/2014), and 'Active' (checked). A red box highlights this form. A black box highlights the 'Description' field in the 'Document Overview' section, which contains the text 'adding payroll processor delegate'.

5. Go to the 'Roles' sub-section (red box above)
 - Enter the 'Effective Date' on which you want this delegation to take effect (defaults to the current date).
 - Enter the 'Principal Id' (employee Id) of the new delegate.
 - Select *Payroll Processor Delegate* as the 'Role Name'.
 - (Optional step) You can enter the date when this role will expire in the 'Expiration Date' field.
 - Click **add** button to add the new delegate to the document (new delegate role appears at bottom of page).
6. Repeat step 5 for each payroll processor delegate you need to add.
7. When you are finished adding payroll processor delegates, click **submit** at the bottom of the page.
8. After submitting, the document will have 'Enroute' status. To exit, click **close** at the bottom of the page.

Get Help and Report Problems

1. Click the **Help** tab on your timesheet to view video demonstrations and online documentation.
2. Contact your supervisor if you have questions, can't log in, or need corrections to your timesheet.
3. Submit a question via the Time Support form if further assistance is needed:
http://www.fms.indiana.edu/support/support_form.asp