


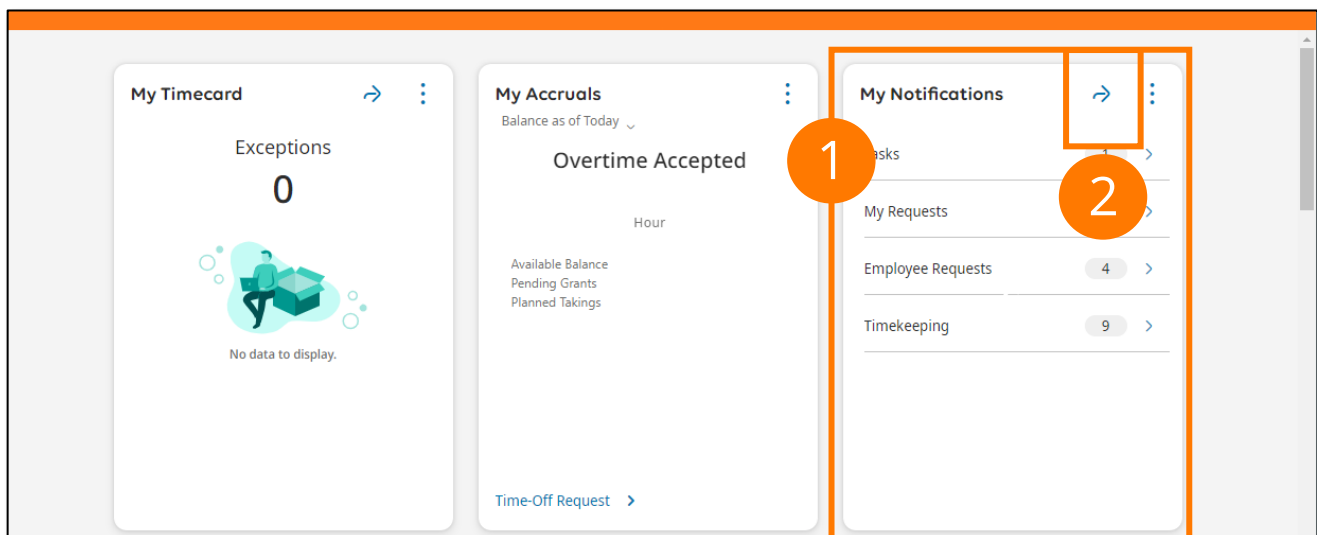
Navigation to Ultime & Attendance

Upon logging into Ultime, the dashboard will appear.

1. From the left-hand navigation panel, select the **Myself**  icon.
2. Select **Workforce Management**. A new tab opens, and the Ultime Time and Attendance homepage is displayed.

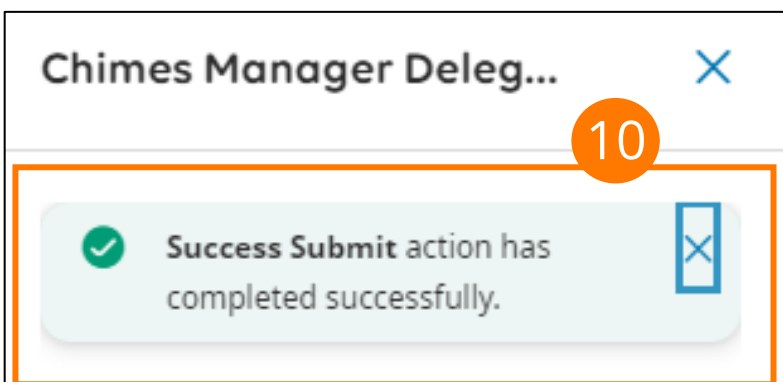
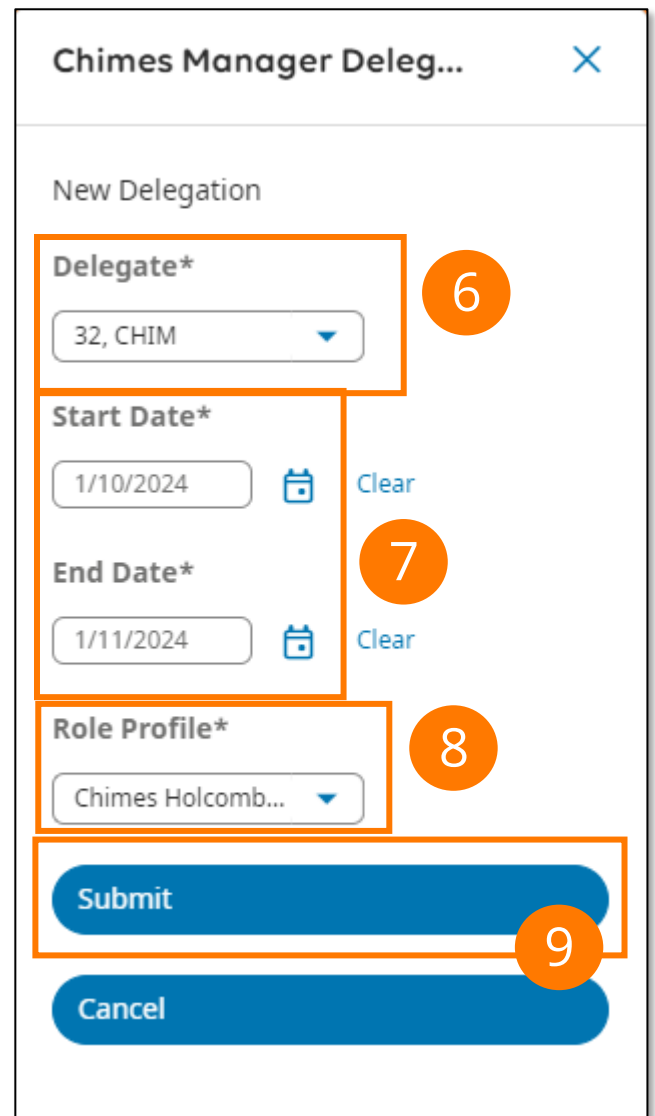
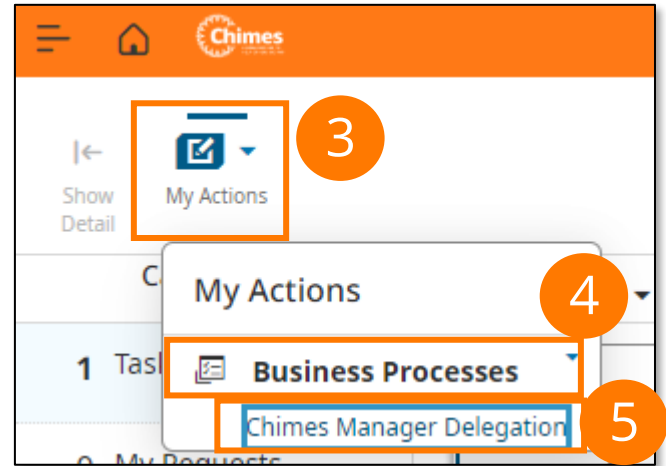
Delegate Authority

1. From the Ultime Time and Attendance homepage, locate the **My Notifications** tile.
2. Select the **arrow** in the upper right corner. The Control Center is displayed.



Delegate Authority (continued)

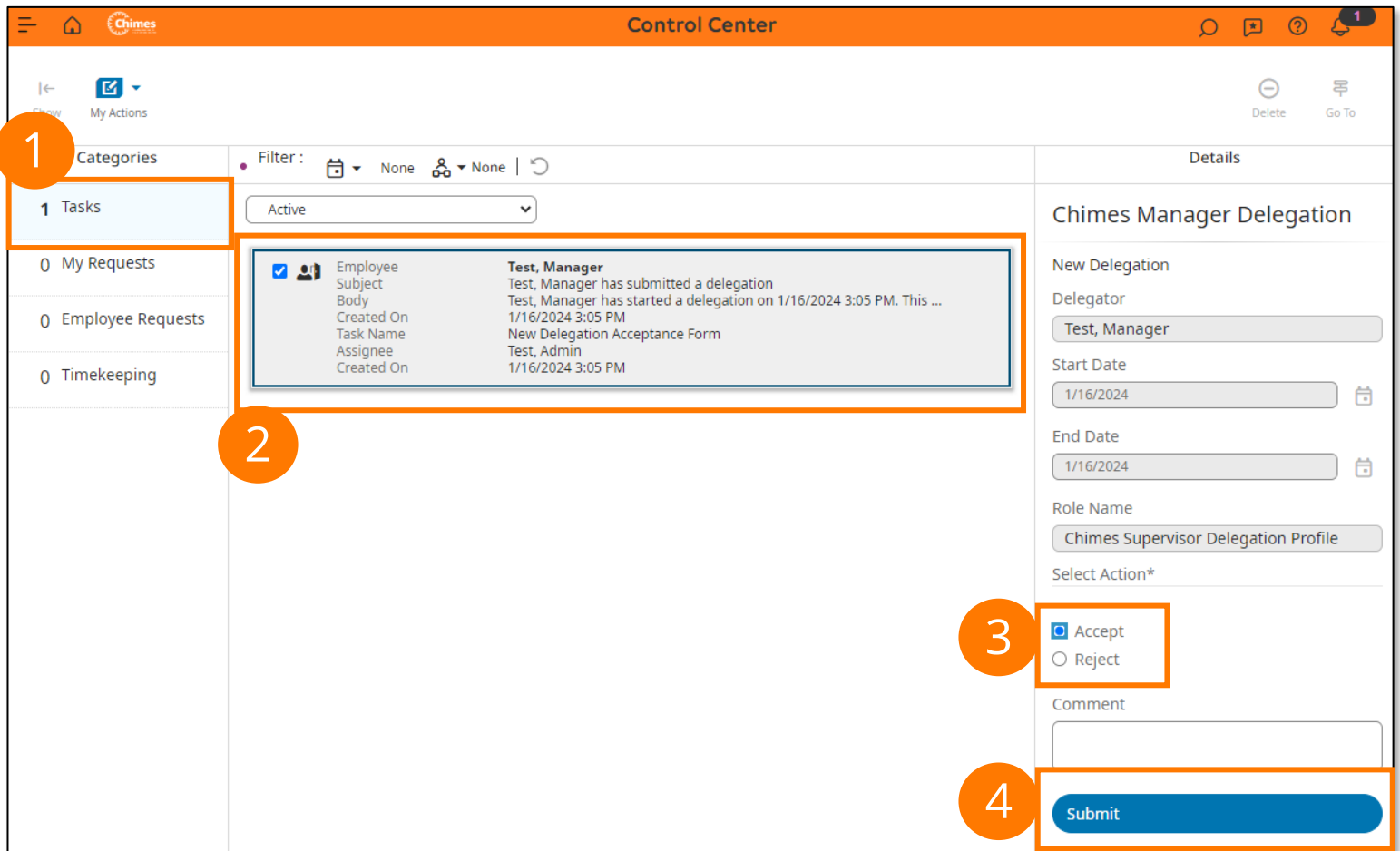
3. From the Control Center, select the **My Actions drop-down**.
4. Select the **Business Processes drop-down**.
5. Select **Chimes Manager Delegation**. The Manager Delegation panel will open on the right side of the screen.
6. Select the **Delegate drop-down** and select the Team Leader you wish to delegate authority to.
7. Enter the **Start** and **End Dates**.
8. Select the appropriate **Role Profile**.
9. Select **Submit**.
10. A **success message** will appear at the top of the screen, indicating the request has been submitted.



Accept Delegated Authority

Navigate to the Control Center as shown on page 1.

1. In the Control Center, select **Tasks** in the Categories list.
2. Locate the Delegation **request** and **click the checkbox** to select it. The Details panel will up with the details of the request.
3. Select **Accept** or **Reject**.
4. Select **Submit** in the bottom right corner.




The screenshot displays the Chimes Control Center interface. On the left, a 'Categories' sidebar is visible with 'Tasks' selected, indicated by a red circle with the number '1'. The main content area shows a list of tasks under a 'Filter: Active' dropdown. One task is selected, indicated by a red circle with the number '2'. The task details are as follows:

Employee	Test, Manager
Subject	Test, Manager has submitted a delegation
Body	Test, Manager has started a delegation on 1/16/2024 3:05 PM. This ...
Created On	1/16/2024 3:05 PM
Task Name	New Delegation Acceptance Form
Assignee	Test, Admin
Created On	1/16/2024 3:05 PM

On the right, the 'Details' panel for 'Chimes Manager Delegation' is shown. It includes fields for 'New Delegation', 'Delegator' (Test, Manager), 'Start Date' (1/16/2024), 'End Date' (1/16/2024), and 'Role Name' (Chimes Supervisor Delegation Profile). Under 'Select Action*', the 'Accept' radio button is selected, indicated by a red circle with the number '3'. At the bottom right, a 'Submit' button is highlighted with a red circle and the number '4'.

Switch to Delegated Role

1. From the Ulti Time and Attendance homepage, select the **Menu**  icon in the upper left corner to open the menu.
2. Select the **drop-down arrow** next to your name.
3. From the Roles section, select the **name** of the **person who delegated** authority to you. The screen will refresh.
4. A **message** under your name indicated that you are now acting in the new role.

Note: You may need to log out and log back in before the new role appears.

