DELEGATION PROCESS

1. Manage Delegation
2. View/Revoke Delegations
3. Search Group
4. Select Group (Enter Dates)
5. Search Delegation Recipients
6. Select from list of all Timekeepers
7. Select from list of all Managers
8. Continue
Assignment Groups

Employees are grouped into assignment groups using specific criteria. Assignment groups are either created automatically when HR data is sent to eSTAR or manually by completing a request.

Automatically Created

Manually Created

- Request Completed
  - Manually created in eSTAR (ERP Security)
  - Assignment group assigned (delegated) to appropriate USERID
  - Assignment group automatically assigned to appropriate Managers/Supervisor (Dot line)

- TimeKeeper
- ORG HR/PR Admin
- View Only

Using fields from HR Import DEPTID / ORG CODE