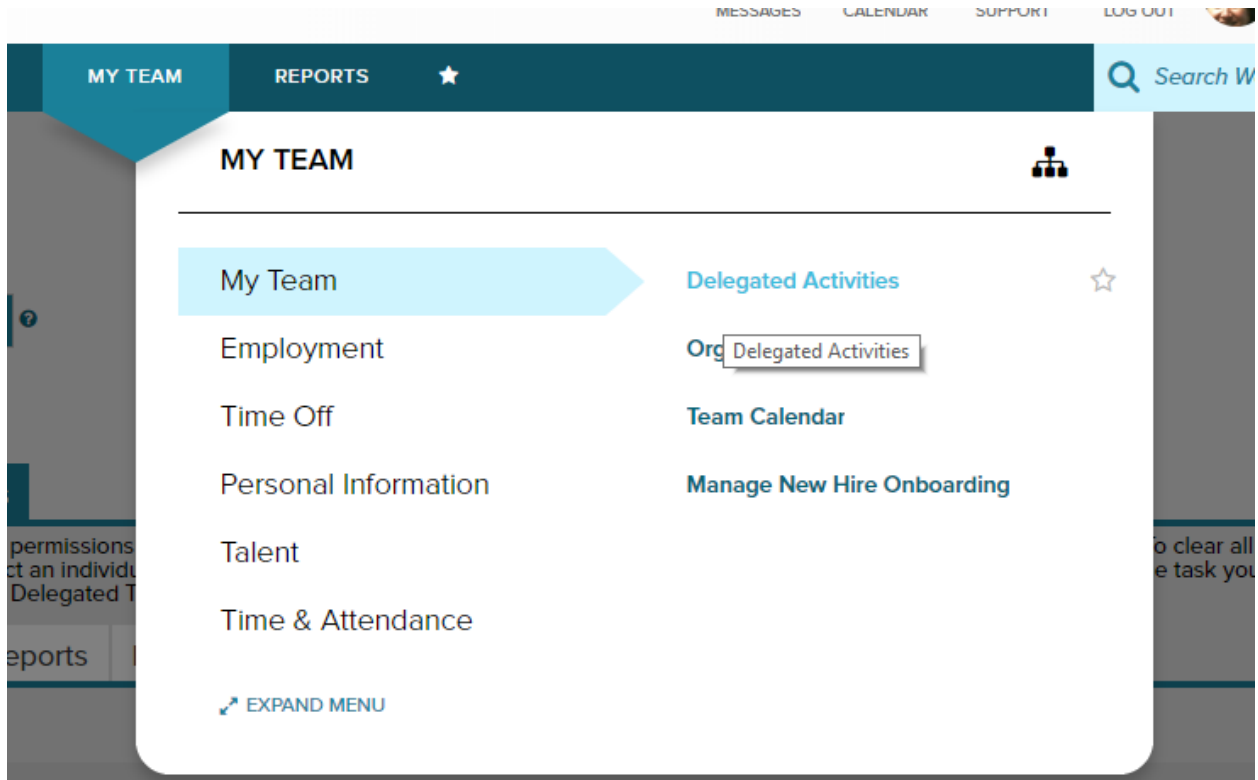
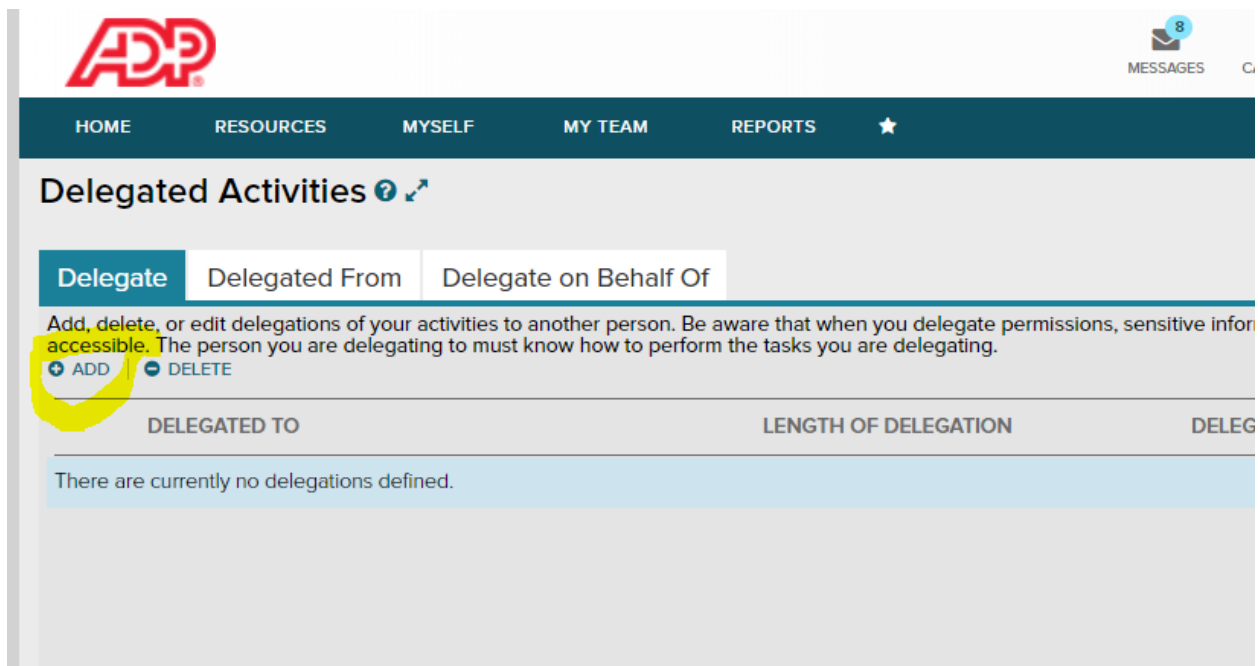


# HOW TO DELEGATE A TASK IN ADP



My Team / Delegated Activities



Click "Add"



HOME

RESOURCES

MYSELF

MY TEAM

REPORTS

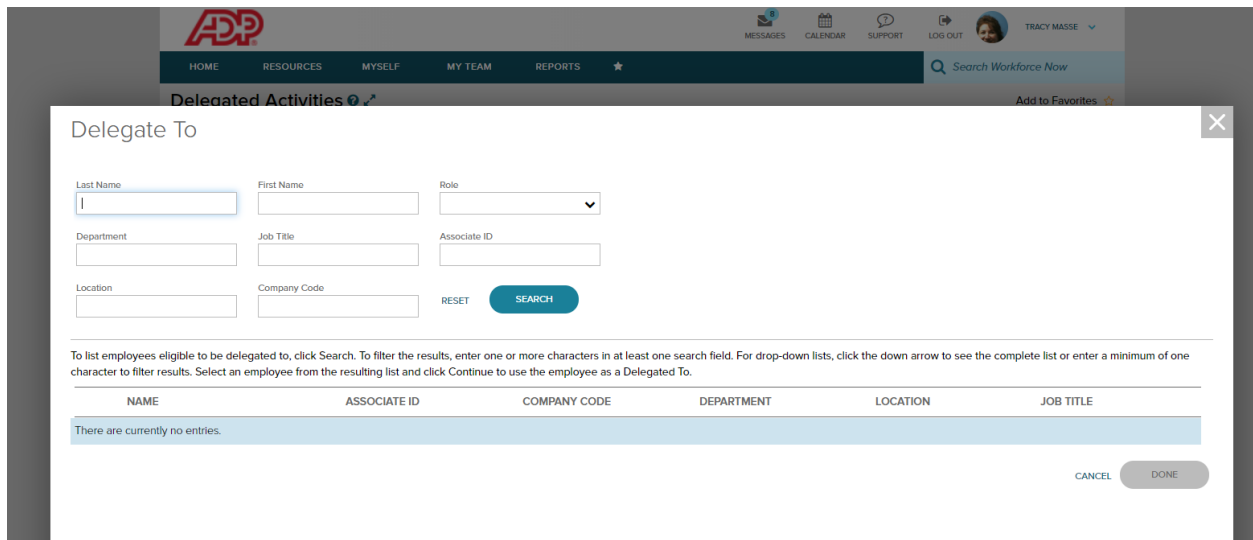


## Delegated Activities

Delegate To

Click on the magnifying glass to use the search bar to find the person you want to delegate



The screenshot shows a modal window titled "Delegate To" with a search form. The form includes fields for Last Name, First Name, Role (dropdown), Department, Job Title, Associate ID, Location, and Company Code. There are "RESET" and "SEARCH" buttons. Below the form is a table with columns: NAME, ASSOCIATE ID, COMPANY CODE, DEPARTMENT, LOCATION, and JOB TITLE. The table currently displays "There are currently no entries." and has "CANCEL" and "DONE" buttons at the bottom right.

To list employees eligible to be delegated to, click Search. To filter the results, enter one or more characters in at least one search field. For drop-down lists, click the down arrow to see the complete list or enter a minimum of one character to filter results. Select an employee from the resulting list and click Continue to use the employee as a Delegated To.

NAME	ASSOCIATE ID	COMPANY CODE	DEPARTMENT	LOCATION	JOB TITLE
There are currently no entries.					

You can type in the last name to filter your search

Delegated Activities ? ? Add to Favorites ☆ ✕

Delegate To

Last Name  First Name  Role

Department  Job Title  Associate ID

Location  Company Code

To list employees eligible to be delegated to, click Search. To filter the results, enter one or more characters in at least one search field. For drop-down lists, click the down arrow to see the complete list or enter a minimum of one character to filter results. Select an employee from the resulting list and click Continue to use the employee as a Delegated To.

	NAME	ASSOCIATE ID	COMPANY CODE	DEPARTMENT	LOCATION	JOB TITLE
<input type="radio"/>	Colby, Connor	6QSM7S8Z6	K9K	401005	4012	MAINT
<input checked="" type="radio"/>	Colby, Heather	E6ETT5FOW	K9K	256070	4012	HRADMAST
<input type="radio"/>	Colby, Keely	LEYF2Q34Z	K9K	401005	4012	MAINT
<input type="radio"/>	Colby, Rachel	0TQWYVZHD	K9K	401005	4012	CLEANING

In this example, I selected the radio button next to Heather’s name to select her and clicked done.

ADP MESSAGES CALENDAR SUPPORT LOG OUT TRACY MASSE ▼

HOME RESOURCES MYSELF MY TEAM REPORTS ★ Search Workforce Now

Delegated Activities ? ? Add to Favorites ☆

Delegate To   ?

**Length of Delegation** **Permissions**

Start date \*    Indefinite ?

End date \*

▼

The next screen will prompt you for the dates you want the delegation to be effective. Click Save.

- Time Off**
  - Request Time Off
  - Time Off Balances
  - List Of Requests
  - Request Carryover

- Personal Information
  - Personal Profile
  - Employee Profile
  - Talent Profile

**My Team**

- My Team
  - Organizational Chart

**Employment**

- Employment
  - Employment Profile
  - Company Property
  - EI-9 Management

**Time & Attendance**

- Time & Attendance**
  - Actual vs. Scheduled
  - Holiday List
  - Attendance
  - Monthly Schedule
  - Individual Timecard
  - Group Timecard
  - Timecard Exceptions
  - Schedules
  - Totals Summary
  - Quick Charge
    - Manage Employee Hours
    - Schedule Templates
    - Team Dashboard

**Talent**

- Talent
  - Performance Goals

CANCEL
SAVE

The next screen you will select the areas of responsibility you want to delegate, if you are on vacation or out of the office for an extended period of time, you may want to delegate Time Off and Time & Attendance. If you click the box next to each bolded title, it will auto select all the boxes beneath it.