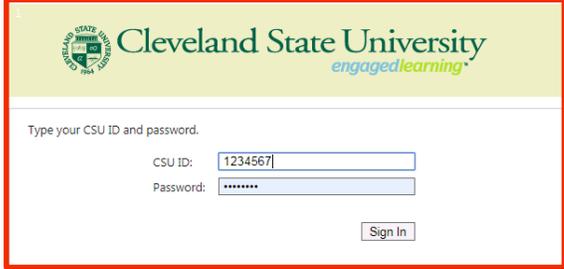


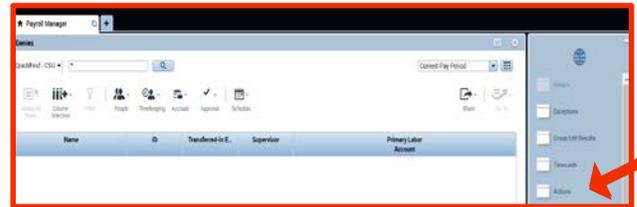
Log on to myTime.

1. Open your web browser, navigate to CSUOHIO.EDU, and click the MYCSU tab.
2. Click on Employee Self-Service in the blue column and select myTime.
3. Enter your CSU ID and password, then click the Sign In box.

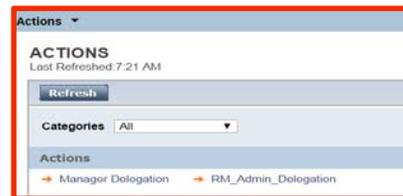


Give Delegation

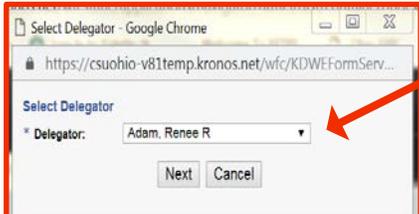
1. In the left side of the screen, select the "Actions" tab from the Widget.



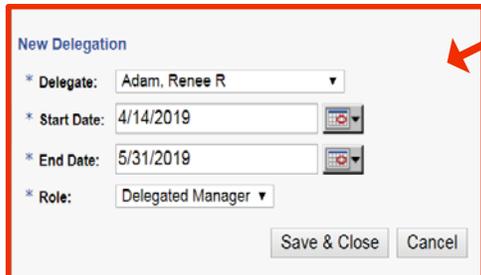
2. Select Manager Delegation or RM_Admin_Delegation.



3. Select the person you want to delegate your authority to from the Delegate drop down box.
- ❖ Delegation can only be made to another manager within your division.



4. Enter the *start (must not be before the date and end dates)* of the delegation.
5. Confirm the Role = Delegated Manager.
6. Click *Save & Close*.

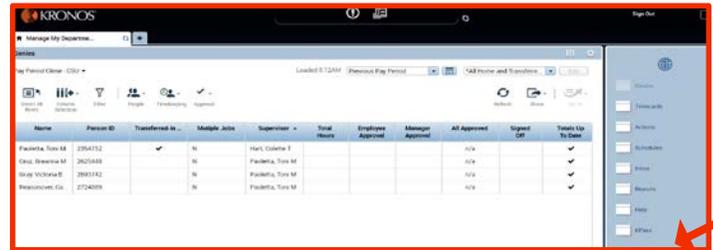


Accept Delegation (The delegated supervisor will receive an email notifying them of the delegation request. Follow these steps to accept the delegation.)

1. Log into myTime



2. Select the "Inbox" tab



Name	Person ID	Transferred to	Multiple Jobs	Supervisor	Total Hours	Employee Approval	Manager Approval	All Approval	Signed Off	Totals Up To Date
Paikella, Tom M	2354732	✓	N	Hart, Collette E				N/A		
Chap, Barbara M	2825488		N	Paikella, Tom M				N/A		
Sluy, Wilma B	2881142		N	Paikella, Tom M				N/A		
Prepocovich, G	2724009		N	Paikella, Tom M				N/A		

3. The inbox will show the pending delegation request.

4. Double click on the delegation request.



From	Subject	Date Time Received	Complete By Date	Status	Current Location
Brown, Jeanatta A	Manager Delegation Accept Delegation Form	3/06/2019 8:49AM (GMT -05:00) Eastern Time	3/06/2019	Active	Task List

5. Select "Accept Delegation"

6. Click "Save & Close"

7. Log off myTime

8. Log back into myTime

9. Click on your name using the "Drop down arrow" and view your "Role Profile"

10. It should state "Delegated Manager"



New Delegation

Delegator: Brown, Jeanatta A
 Start Date: 3/06/2019
 End Date: 3/23/2019
 Role: Delegated Manager

Action

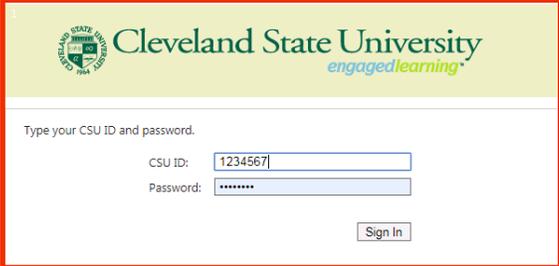
Select Action: Accept Delegation Decline Delegation

Comment:

Save & Close Cancel

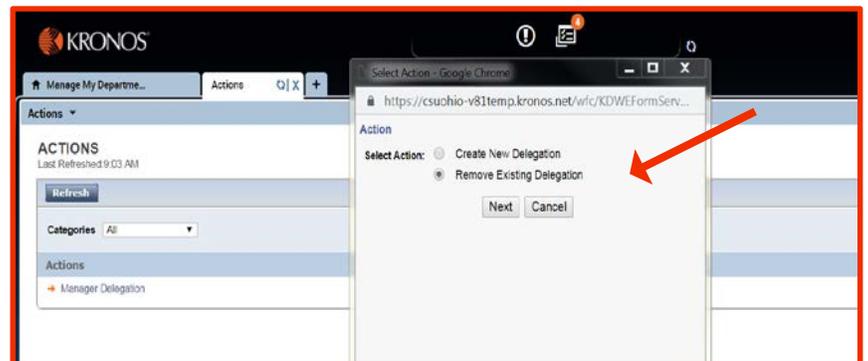
Log on to myTime.

1. Open your web browser, navigate to CSUOHIO.EDU, and click the MYCSU tab.
2. Click on Employee Self-Service in the blue column and select myTime.
3. Enter your CSU ID and password, then click the Sign In box.



Delete Delegation

1. The Manger who delegated the authority logs into Kronos
2. Select the **ACTIONS** from menu.
3. Click on Manager Delegation.
4. Select Remove Existing Delegation
5. Click Next



6. The Existing Delegate will be highlighted, Click Delete. After you click Delete, you will see a message "Delegation Deleted"

