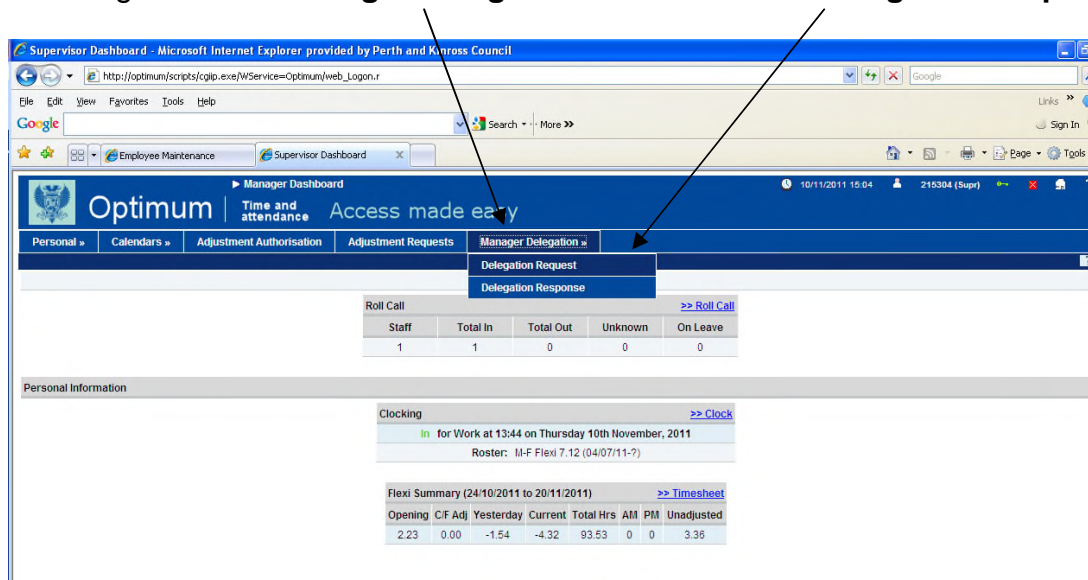


How to - Use Managers Delegation in Optimum

As a manager you can delegate your authorisation rights within Optimum to another manager when you are on planned leave. Login into Optimum.

To delegate select **Manager Delegation** and then select **Delegation Request**

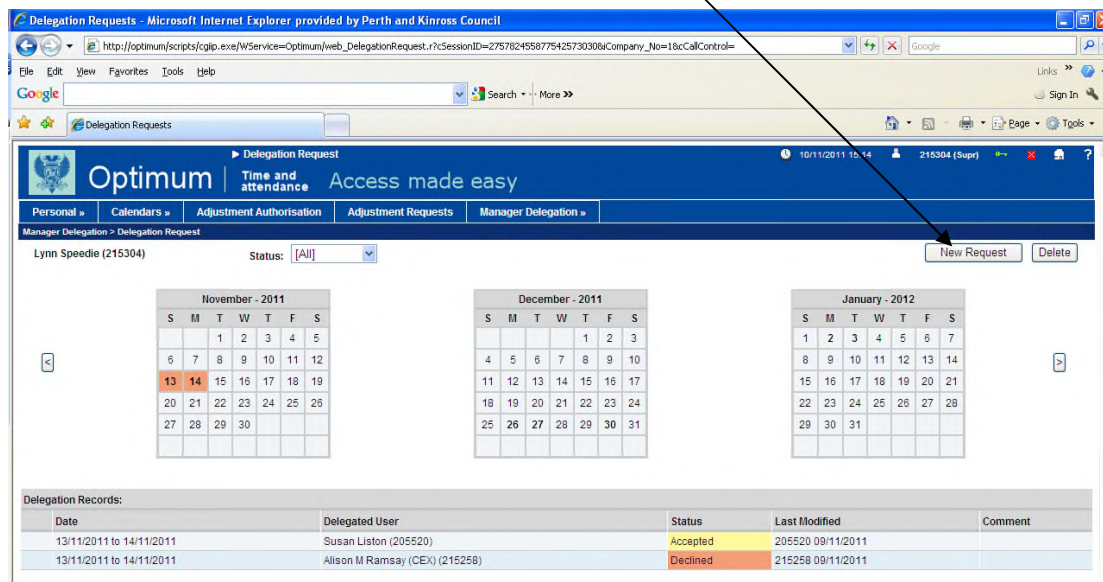


The screenshot shows the 'Supervisor Dashboard' in Microsoft Internet Explorer. The navigation menu includes 'Personal', 'Calendars', 'Adjustment Authorisation', 'Adjustment Requests', and 'Manager Delegation'. The 'Manager Delegation' menu is open, showing 'Delegation Request' and 'Delegation Response'. Below the menu, there is a 'Roll Call' table, 'Personal Information', 'Clocking' information, and a 'Flexi Summary' table.

Staff	Total In	Total Out	Unknown	On Leave
1	1	0	0	0

Opening	C.F Adj	Yesterday	Current	Total Hrs	AM	PM	Unadjusted
2.23	0.00	-1.54	-4.32	93.53	0	0	3.36

The screen below will display. Select **New Request**



The screenshot shows the 'Delegation Requests' page in Microsoft Internet Explorer. The page displays the user 'Lynn Speedie (215304)' and a 'Status' dropdown menu set to '[All]'. There are 'New Request' and 'Delete' buttons. Below the buttons are three calendar views for November 2011, December 2011, and January 2012. At the bottom, there is a 'Delegation Records' table.

Date	Delegated User	Status	Last Modified	Comment
13/11/2011 to 14/11/2011	Susan Liston (205520)	Accepted	205520 09/11/2011	
13/11/2011 to 14/11/2011	Alison M Ramsay (CEX) (215258)	Declined	215258 09/11/2011	

A drop down menu called **Delegate User** will display and this is a list of all managers that use Optimum. Select the manager that you wish to delegate your adjustment authorisations.

Now select the **Start Date** and **End Date** for the period that you wish the manager to authorise your teams adjustments.

In the **Comments** field you can put in the reason for the request i.e. Annual leave.

Once all fields are completed select **Request**

Delegation Requests - Microsoft Internet Explorer provided by Perth and Kinross Council
http://optimum/scripts/cgiip.exe/WSservice=Optimum/web_DelegationRequest.r

Optimum
Time and attendance
Access made easy

Personal » Calendars » Adjustment Authorisation » Adjustment Requests » Manager Delegation »

Manager Delegation > Delegation Request

New Delegation Request: Lynn Speedie
Note: Fields marked with "*" are mandatory

* Delegate User: Susan Liston
* Start Date: 20/11/2011
* End Date: 20/11/2011
Comment:

Request Clear Return

Once you have requested the delegation a message will appear under the Request button to confirm the status of the request i.e. Requested.

Request Clear Return

Results:

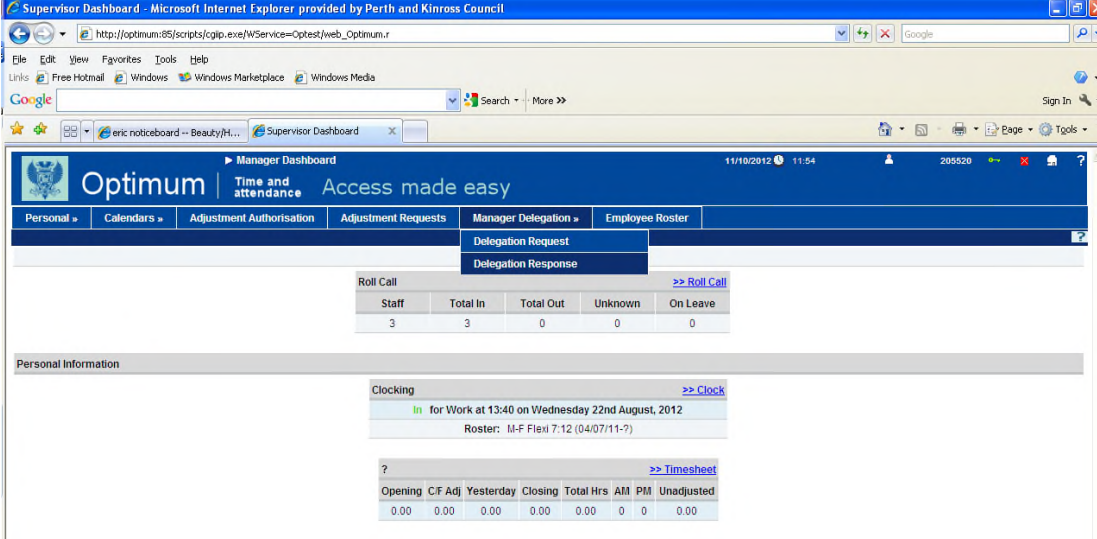
Date	Result
20/11/2011	Requested.

An email will be sent to the manager that you have selected to authorise in your absence.

Managers Delegation – Delegation Response

A manager can request that you authorise their staff's adjustment requests when they are on planned leave.

To accept a delegate request select **Manager Delegation** and then select **Delegation Response**

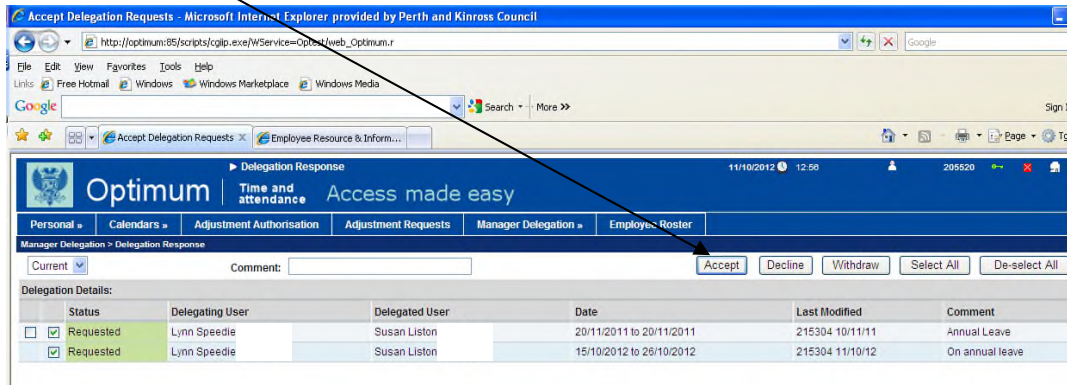


The screenshot shows the Optimum Manager Dashboard interface. The top navigation bar includes 'Personal', 'Calendars', 'Adjustment Authorisation', 'Adjustment Requests', 'Manager Delegation', and 'Employee Roster'. The 'Manager Delegation' menu is open, showing 'Delegation Request' and 'Delegation Response'. Below the navigation, there is a 'Roll Call' section with a table showing staff counts. A 'Personal Information' section is also visible, containing 'Clocking' and 'Timesheet' links.

Staff	Total In	Total Out	Unknown	On Leave
3	3	0	0	0

Opening	C:F Adj	Yesterday	Closing	Total Hrs	AM	PM	Unadjusted
0.00	0.00	0.00	0.00	0.00	0	0	0.00

The screen will show as detailed below. Tick the delegation and either accept or decline it.



If you accept/decline the delegation an email will be sent to the requestor and the following message will show. The delegation is now in place.

