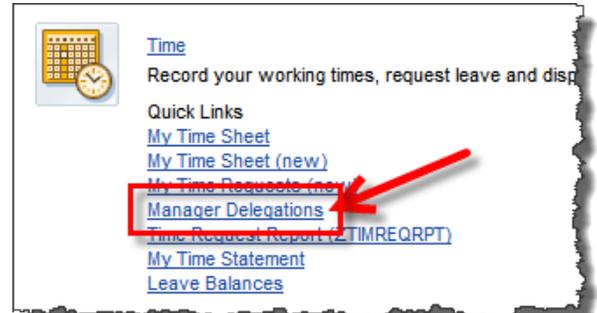


Timekeeper: How to set up delegations

Delegations allow the timekeeper to temporarily assign another manager to review and approve time and leave for employees. There is no time limit to these assignments and they must be manually removed. Delegations can only be made to other people who are supervisors and assigned to a “chief” position in SAP.

STEP 1: Access the Manager Delegations Application

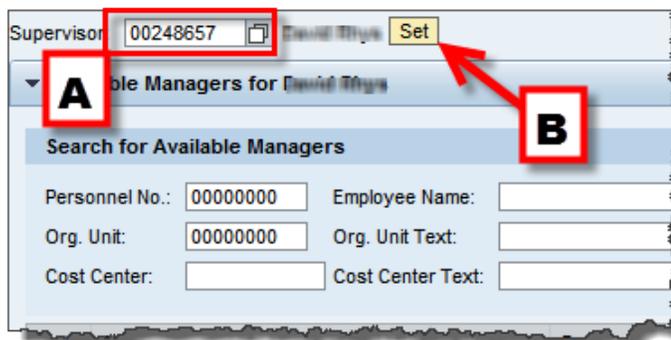
Log in to the **SAP CityLink ESS** page:
www.portlandonline.com/ess (Click **SAP CityLink**). On the **Employee Self-Service** tab, under the **Time** section, click the **Manager Delegations** link.



STEP 2: Select the Manager you are managing delegations for

A. Either enter the supervisor position or use the matchcode box to search for the manager you need to set up delegations for. You can search by name, personnel number, org unit or cost center.

B. When the manager’s PERNR is in the Supervisor field, click the Set button to pull up that manager’s delegations.



NOTE: You will have access to every manager within your Personnel Area.

STEP 3 – Set delegations

Add a Manager: In the Available Managers section, click the Plus button **+** in the Add column next to the manager you want to add. That manager will now appear in the My Delegates section and be removed from the Available Managers list. An email confirmation will be sent to the managers and the timekeeper confirming the delegation.

NOTE: You can add multiple managers as your delegates.

Remove a Manager: In the My Delegates section, click the Minus button **-** in the Remove column next to the manager you want to remove. That manager will be placed back in the Available Managers list.

NOTE: There is no time limit on the delegation feature. Managers will remain assigned as delegates until they are manually removed by the timekeeper or manager.

