

Tuesday, July 2<sup>nd</sup>, 2024

**Subject: Time Record Delegate Authority Workflow Changes**

Due to the recent PeopleSoft upgrade, employees who have been given delegate authority from their manager to edit/approve time records on their behalf can no longer approve their own time record. Going forward, managers will be responsible for approving their delegate's time record when their delegate is their direct report.

If you do not have a current delegation such as this in place, no further action is required at this time. Please note this change does not impact delegates who are not the direct report.

If you have any questions regarding Web Time Entry as a Manager or Delegate, please refer to the available job aids and videos in the [Employee Resource Center](#).

For further questions regarding this change, please contact payroll inquiries.



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