Quick Reference Guide

How to Act on Behalf of Another Employee

Step 1: Select A Delegate

In order for you to act on behalf of another employee, that employee must first select you as a delegate. An example of using a Delegate includes one Supervisor performing system tasks for another Supervisor. (*Read OHR Policy regarding TimeOut System Delegates.) Supervisors will default as a Delegate for all of their Direct Reports.

The employee must click Designate Delegates on the You tab. Enter the desired delegate’s name and click ADD to select this person as a delegate.

Step 2: Act On Behalf Of Another Employee

The delegate must click Act on Behalf Of to select the employee. The delegate will now be able to perform all system tasks for that employee including system tasks their direct reports if they are a supervisor.

Step 3: Return To Acting As Yourself

After performing systems tasks for another employee, click Be Myself Again to return to your individual system profile. Failing to do so may result in erroneous entries on the employee’s profile.

System Tasks for Employees

Supervisors have two options to perform systems tasks for their employees. One, while on the Your People tab, click on the employee’s name to perform systems tasks. Two, during the certification period, supervisors will view a certification table for all of their employees which indicates their reporting status. Click the Pencil Icon to perform systems tasks for the employee.