# Kuali Time Quick Start Guide: Adding Approver and Payroll Processor Delegates

- Allows Department Administrator to temporarily assign approval to another person.
- Delegate can approve timesheets when the main approver or payroll processor is unavailable.
- Does NOT permanently delegate those responsibilities to that user.
- Can enter a date when the delegation expires.
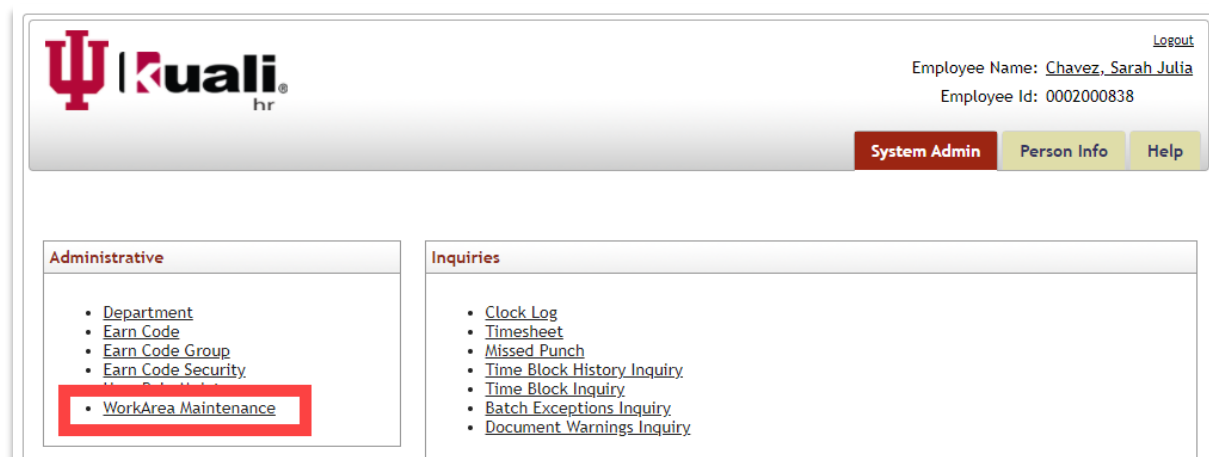
Login to Kuali Time

1. Login to One.IU at https://one.iu.edu.
2. Search for **Kuali Time** in the search bar (red box below).
3. Click on the **Kuali Time task tile** to launch the application (green box below).
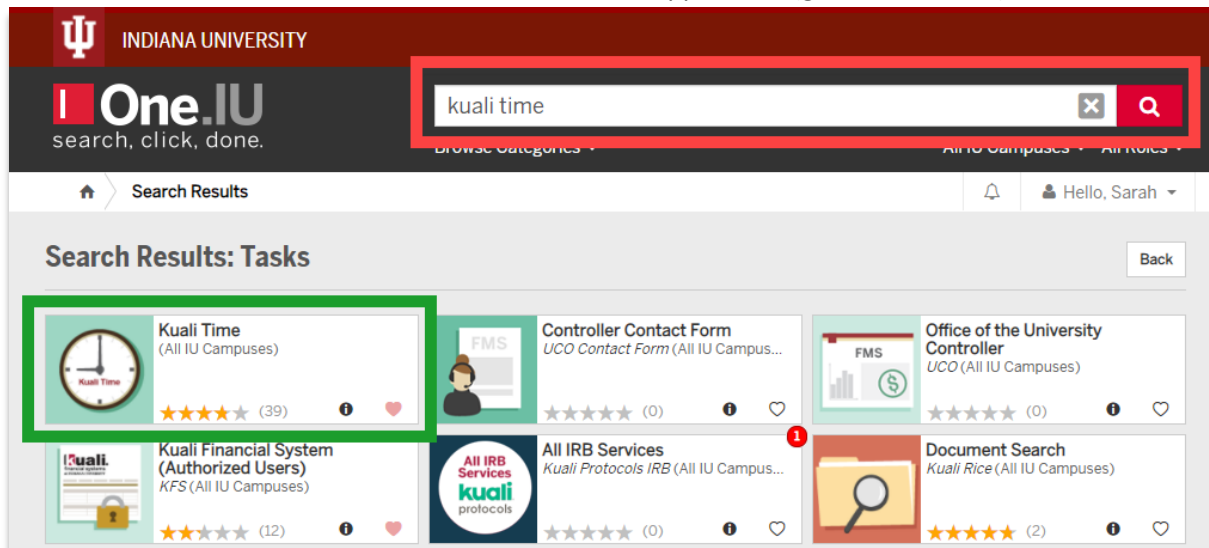
Add Approver Delegate

An Approver Delegate can approve timesheets on behalf of the main approver. This role must be assigned by Work Area.

1. On **Admin** tab, look under the **Administrative** menu, and click on **WorkArea Maintenance** link (red box below).

2. In the Work Area Lookup, enter your search criteria (e.g., Department ID and/or Work Area) and click **search** (blue box below).
3. In the results, find the Work Area you want and in the 'Actions' column click **edit** (red box below).

4. Work Area Document opens, and at top of page, enter a document description in the 'Description' field (green box below):

5. Go to the 'Roles' sub-section (blue box above):
   - Enter the 'Effective Date' on which you want this delegation to take effect (defaults to the current date).
   - Enter or select the 'Principal Id' (employee Id) of the new delegate.
   - Select *Approver Delegate* as the Role Name.
   - (Optional step) You can enter the date when this role will expire in the 'Expiration Date' field.
   - Click **add** button to add the new delegate to the document (new delegate role appears at bottom of page).
6. Repeat step 5 above for each approver delegate you need to add.
7. When you are finished adding delegates, click **submit** at the bottom of the page.
8. After submitting, the document will have 'Enroute' status. To exit, click **close** at the bottom of the page.

Add Payroll Processor Delegate

A Payroll Processor Delegate can approve timesheets on behalf of the main payroll processor. This role must be assigned by Department.

1. On **Admin** tab, look under the **Administrative** menu, and click on **Department** link.

1. On the Department Lookup, enter your Department and click **search** (green box above).
2. In the results, under 'Actions' column, click **edit** (blue box above).

3. Department Document opens. At top of page, enter a document 'Description' (black box below).

4. Go to the 'Roles' sub-section (red box above)
   - Enter the 'Effective Date' on which you want this delegation to take effect (defaults to the current date).
   - Enter the 'Principal Id' (employee Id) of the new delegate.
   - Select *Payroll Processor Delegate* as the 'Role Name'.
   - (Optional step) You can enter the date when this role will expire in the 'Expiration Date' field.
   - Click **add** button to add the new delegate to the document (new delegate role appears at bottom of page).
5. Repeat step 5 for each payroll processor delegate you need to add.
6. When you are finished adding payroll processor delegates, click **submit** at the bottom of the page.
7. After submitting, the document will have 'Enroute' status. To exit, click **close** at the bottom of the page.

Get Help and Report Problems
1. Click the **Help** tab on your timesheet to view video demonstrations and online documentation.
2. Contact your supervisor if you have questions, can't log in, or need corrections to your timesheet.
3. Submit a question via the Contact form if further assistance is needed: https://controller.iu.edu/contact