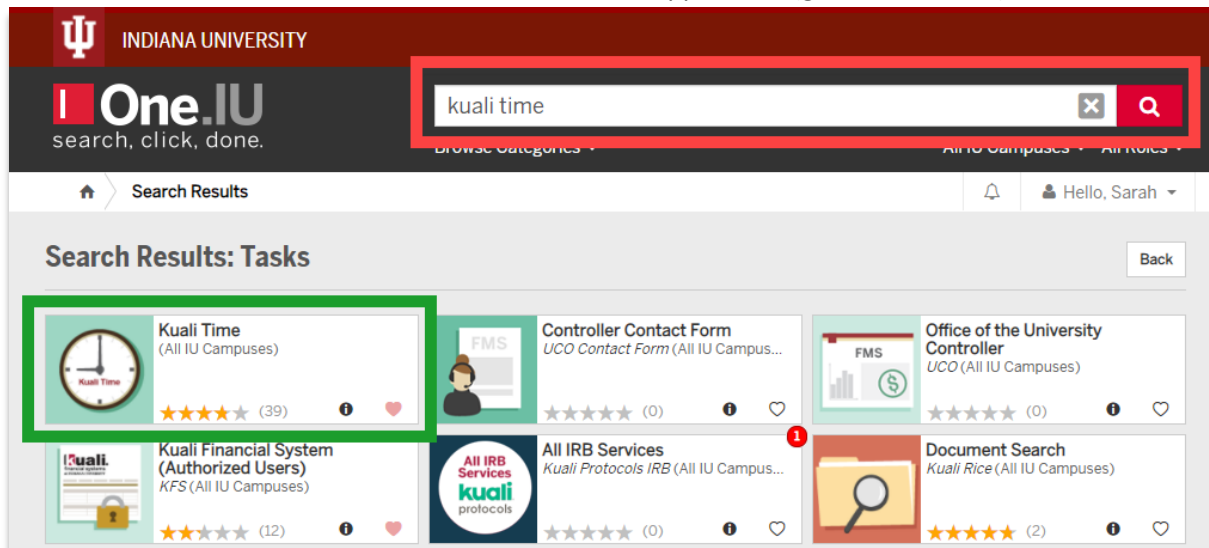


Kuali Time Quick Start Guide: Adding Approver and Payroll Processor Delegates

- 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

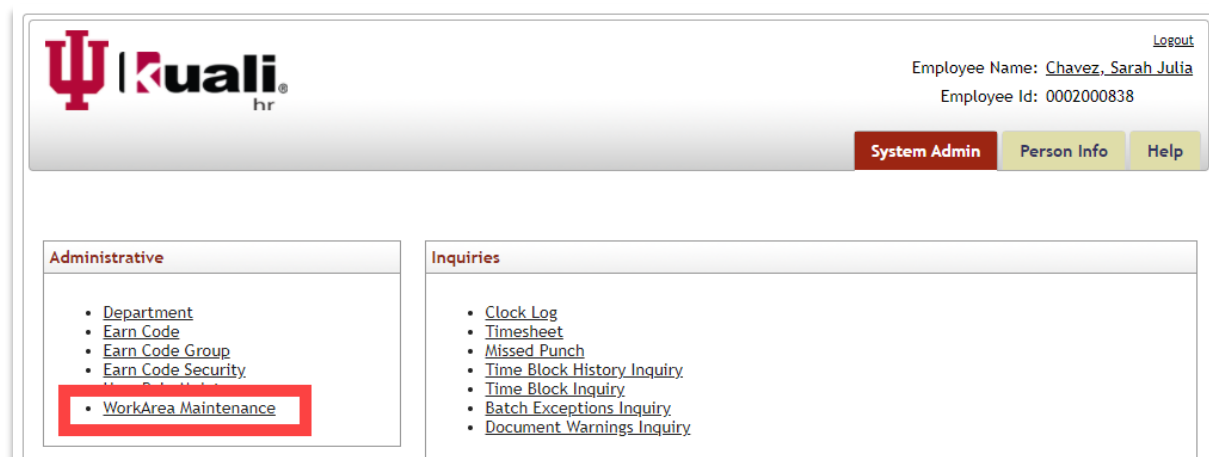
1. Login to One.IU at <https://one.iu.edu>.
2. Search for **Kuali Time** in the search bar (red box below).
3. Click on the **Kuali Time** task tile to launch the application (green box below).



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).



Kuali Time Quick Start Guide: Delegations

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).

Work Area Lookup ? create new * required field

Department: BA-RPAS
Work Area: 1155
Description:
Effective Date From:
Effective Date To:
Active?: ☒ Yes ☐ No ☐ Both
Show History: ☐ Yes ☒ No
search clear cancel

One item retrieved. 1

Actions	Department	Work Area	Description	Default Overtime Earn Code	Effective Date	Active?
edit new	BA-RPAS	1155	HD Willkie Center Desk 6036492	OVT	09/03/2020	Yes

One item retrieved. 1

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

Work Area Document ? Doc Nbr: 88382989 Status: INITIATED Initiator: schavez2 Created: 09:21 AM 01/29/2021 expand all collapse all * required field

Document Overview hide

Document Overview hide

* Description: adding approver delegate for WA 1155
Organization Document Number:
Explanation:

Work Area Maintenance hide

Old	New
Effective Date: 09/03/2020	* Effective Date: 01/29/2021 *
Work Area: 1155	Work Area: 1155
Description: HD Willkie Center Desk 6036492	* Description: HD Willkie Center Desk 6036492
Overtime Edit Role: Payroll Processor	* Overtime Edit Role: Payroll Processor
Default Overtime Earn Code: OVT	Default Overtime Earn Code: OVT
Hr Distribution: No	Hr Distribution: <input type="checkbox"/>
Department: BA-RPAS	Department: BA-RPAS
Admin Description: WILLKIE QD 6036492	Admin Description: WILLKIE QD 6036492
Active?: Yes	* Active?: <input checked="" type="checkbox"/>

Tasks show

Roles hide

New Role hide Role *

* Effective Date: 01/29/2021
Principal Id: 0002000838
Name:
* Role Name: Approver Delegate
Expiration Date: 02/28/2021
* Active: ☒
add

Old	New
Effective Date: 09/03/2020	* Effective Date: 01/29/2021 *

Kuali Time Quick Start Guide: Delegations

- 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).
- Repeat step 5 above for each approver delegate you need to add.
- When you are finished adding delegates, click **submit** at the bottom of the page.
- 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.

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

Ψ | kuali[®] hr

Logout
Employee Name: Chavez, Sarah Julia
Employee Id: 0002000838

System Admin Person Info Help

Administrative

- **Department**
- Earn Code Group
- Earn Code Security
- User Role Maintenance
- WorkArea Maintenance

Inquiries

- Clock Log
- Timesheet
- Missed Punch
- Time Block History Inquiry
- Time Block Inquiry
- Batch Exceptions Inquiry
- Document Warnings Inquiry

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

Department Lookup ?

* required field

Location: [text box] [search icon]

Department: UA-CTRO

Description: [text box]

Show History: ☐ Yes ☒ No

Active: ☒ Yes ☐ No ☐ Both

[search] [clear] [cancel]

One item retrieved. 1

Actions	Department	Description	Time Stamp	Active
edit [new]	UA-CTRO	OFFICE OF THE UNIVERSITY CONTR	10/15/2020 12:00 AM	Yes

One item retrieved. 1

Kuali Time Quick Start Guide: Delegations

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>