

Overview_____

A report is available for timekeepers to view a list of employees that have been granted delegate access including the associated supervisor and employee population that the delegate has access for. For additional information on the delegate process, visit the CalTime website.

How to get access to the delegation report_____

- ▶ Submit a ticket to Caltime@berkeley.edu
- ▶ Include the following information:
 - Your name and employee ID
 - List of department ID's you need access to or state "global access" for all department ids
 - Copy the manager that has authorized this request on the email
 - Include the business reason for the request.

Your request will be processed within 1-2 business day and you will receive a confirmation via the CalTime ticket once your request has been completed.

To view the report after access has been provided:

- ▶ Login into blu.berkeley.edu with your calnet ID and passphrase
- ▶ Click on the "People" tab at the top of the webpage
- ▶ Click on the "People" tab at the top of the webpage
- ▶ Scroll down to the "Job Tools" section and click on the following:
 - N/E Delegation report (Current) *for today's report*

To export the delegate report to Excel:

- ▶ Login into blu.berkeley.edu with your calnet ID and passphrase
- ▶ Click on the "People" tab at the top of the webpage
- ▶ Click on the "People" tab at the top of the webpage
- ▶ Under 'Job Tools' section located on the 'People' tab click on the following(takes a few seconds to produce report):
 - 'CalTime Delegate Report (Arc.)' link
- ▶ A link labeled 'Download CSV File' should appear, click on the download link to generate the excel file.

About the delegation report_____

- ▶ The delegate report is refreshed Monday through Friday on a daily basis and is available after 10am.



- ▶ Reports that were produced prior to today are archived

Reading the report_____

*R (Required) O (Optional) C (Conditional)

Field	Description	Req*	Comments
Delegating Supervisor ID	Supervisor that has delegated time card review	R	9 digit number will appear represent ID
Delegating Supervisor Name	Name of supervisor that has delegated timecard review	R	Last name, First Name
Deptid	Deptid that supervisor resides in	R	5 letter alpha code representing department
Delegate ID	Employee ID of delegate	R	9 digit number will appear represent ID
Delegate Name	Name of delegate	R	Last name, First name
Delegate Deptid	Deptid that the delegate resides in	C	5 letter alpha code representing department (based on delegate information sourced from HCM)
Employee ID	Employee ID of the employee that the delegate has access to view or the letter A representing All employees	R	9 digit number will appear represent ID
Employee Name	Name of employee that the delegate has access to view	R	Last name, First Name
Friendly Name	Name of employee that the delegate has access to view <i>Note: Field will appear blank for exempt employees</i>	O	Name unique to a department which represents a job that an employee can be assigned to. Access by friendly name grants access to all employees assigned to that friendly name.
Location	Use to delegate access to a location for type S "Friendly name" employees <i>Note: Field will appear blank for exempt employees or non-exempt employees without a location</i>	C	Location or "All" will appear if employee is a type S friendly name
Start Date	Begin date of Delegates access <i>Note: Field will appear blank for exempt employees</i>	R	MO/DD/YEAR
End Date	End date of Delegates access <i>Note: Field will appear blank for</i>	R	MO/DD/YEAR or enter 12/31/2099 for continuous access



Timekeeper: Delegation Report

	<i>exempt employees</i>		
View Approve	Displays if the delegate has access to view only or edit & approve the employees timecard. <i>Note: Field will appear blank for exempt employees</i>	R	A or V appears in this column ▶ A = Edit and Approve access ▶ V = View only
Source Table	Table used to setup delegate within CalTime	C	▶ NonEx Delegation: Used to delegate non-exempt employees ▶ Exempt Supervisor Override: used to assign a delegate directly an individual exempt employee. ▶ Exempt Delegation: Table used to assign an delegate directly to a supervisors group of all exempt employees.



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Example of Report

- ▶ **1st row** is what will appear when a delegate has been granted access to a supervisors group of all exempt employees (Exempt Supervisor Override)
- ▶ **2nd row** is what will appear when a delegate has been granted access to a supervisors group based on friendly name (NonEx Delegation)
- ▶ **3rd row** is what will appear when a delegate has been granted access to a specific exempt employee that reports to a supervisor

Delegating Supervisor ID	Delegating Supervisor Last Name	Delegating Supervisor First Name	Delegating Supervisor Dept ID	Delegate Employee ID	Delegate Employee Last Name	Delegate Employee First Name	Delegate Employee Dept ID	Employee ID	Employee Last Name	Employee First Name	Friendly Name	Star Date	End Date	Source Table
XXXXXXXXXX	Parkinson	Crystal	ABCFI	XXXXXXXXXX	Harris	Marvin	ABCFI	XXXXXXXXXX	Ginn	Theron				Exempt Supervisor Override
XXXXXXXXXX	Gill	Jeff	ACBUD	XXXXXXXXXX	Ginn	Theron	ACBUD	XXXXXXXXXX	Ruiz	Kristina	ACBUD-7397U-1	15-Mar-15	31-Dec-99	NonEx Delegation
XXXXXXXXXX	Parkinson	Crystal	AIDVO	XXXXXXXXXX	Harris	Marvin	AIDVO	XXXXXXXXXX	Loyola	Shayna				Exempt Delegation