



# Job Aid: TA17 Delegating Time Approval Duties

Last Update: 04/25/2023



## Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

## Pre-Requisites/ Job Descriptions

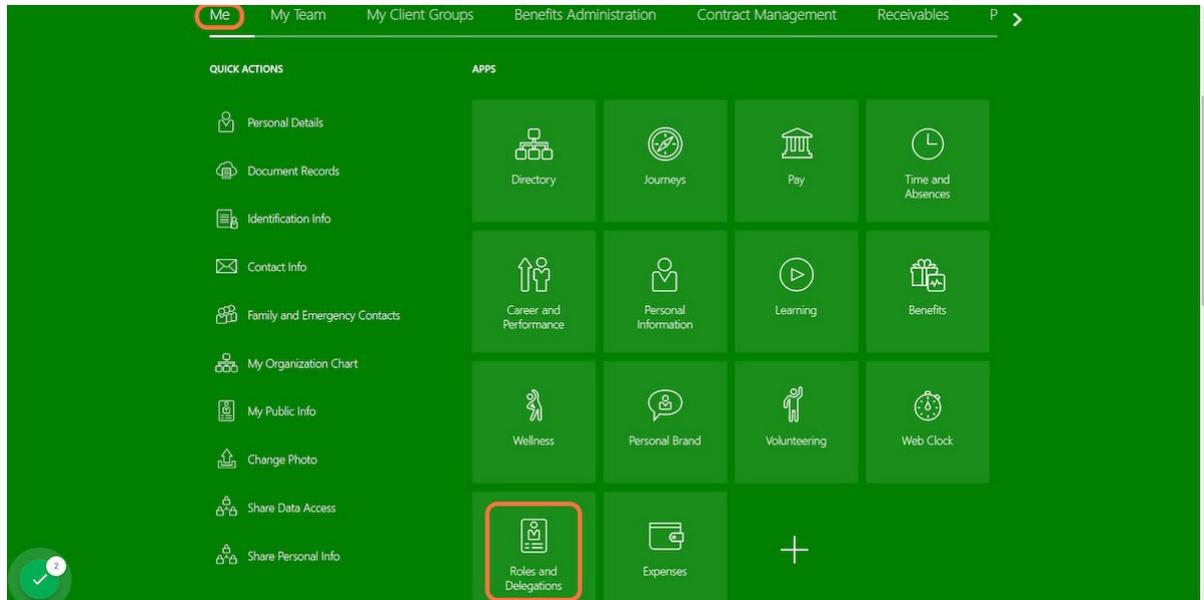
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Manager



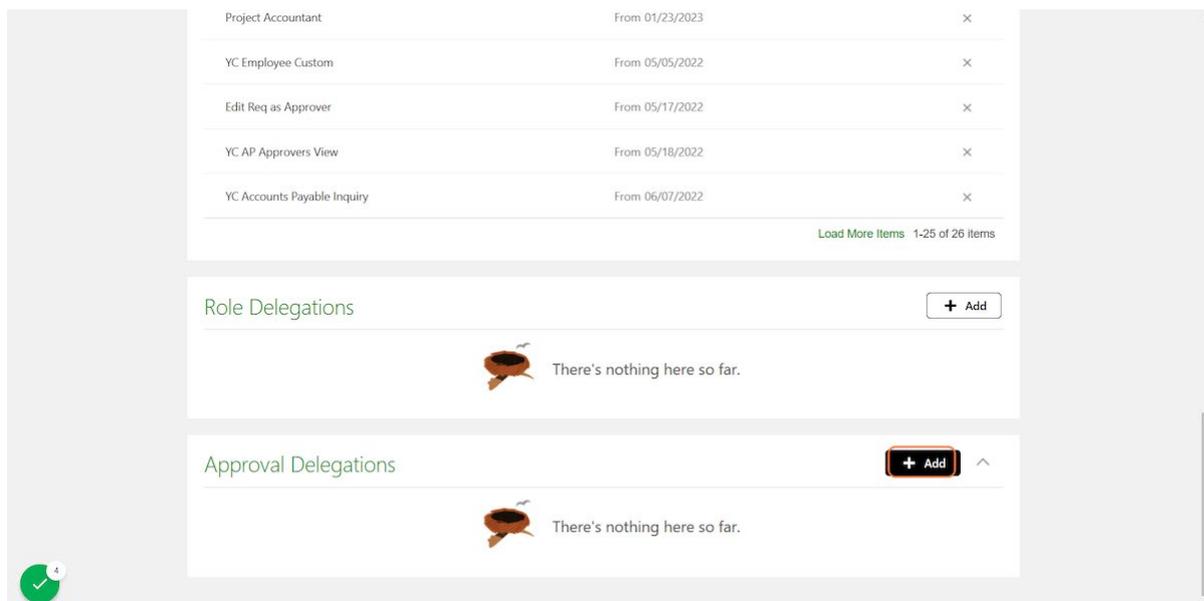
## STEP 1

**Login to Oracle Fusion Cloud. Click on the “Roles and Delegations” tile, under the “Me” tab.**



## STEP 2

**Scroll down to the “Approval Delegations” area of the page, click the “Expand” icon, and click on the “+ Add” button.**



STEP 3

In the “Rule Name” field, enter a name such as the delegator's name.

The screenshot shows a web application interface with a top navigation bar containing two items: 'YC AP Approvers View' (From 05/18/2022) and 'YC Accounts Payable Inquiry' (From 06/07/2022). Below this is a 'Role Delegations' section. The main focus is the 'Approval Delegations' form, which is highlighted with a green border. The form contains the following fields: '\*Rule Name' (text input with 'Amanda' entered and highlighted by an orange box), '\*Start Date' (03/27/2023 9:34 AM), 'End Date' (placeholder: mm/dd/yyyy h:mm a), '\*Delegate To' (dropdown menu), and a checkbox labeled 'Allow this user to approve their own transaction'. A green checkmark icon is visible in the bottom left corner of the form area.

STEP 4

Click the dropdown next to the “Category” field, and select “Time and Labor” from the list of options.

This screenshot is similar to the one in Step 3, but the '\*Category' dropdown menu is open, showing a list of options. The 'Time and Labor' option is highlighted with an orange box. The list of options includes: 'HICatgry Purchasing1', 'HICatgry Purchasing2', 'Talent (e.g. Goals, Performance)', 'HICatgry WorkOrder', 'Time and Labor', 'HICatgry ExternalPurchasePrices', 'HICatgry SupplierProfileManagement5', 'HICatgry SupplierProfileManagement4', and 'HICatgry BudgetsandForecastsApprovalflow'. The 'Rule Name' field still contains 'Amanda'. A green checkmark icon is visible in the bottom left corner of the form area.

STEP 5

Click the dropdown next to the “Delegate” field, and select the employee who will take over these duties.

The screenshot shows the 'Approval Delegations' form with a dropdown menu open for the 'Delegate To' field. The dropdown menu lists several employees with their IDs, names, and titles. The employee 'AMANDA BUNCH' (ID 1095, Title HS SPECIALIST 1) is highlighted in blue.

ID	Name	Business Title	Work Email	Person Number
AR				
AA	AMANDA AGUIRRE	OFFICE SPECH TECH(CARE NVGTR)		1005
AB	AMANDA BALDONI	HS SPECIALIST 1		1029
AB	AMANDA BUNCH	HS SPECIALIST 1		1095
AM	AMANDA MITCHELL	CORRECTIONS OFFICER		1431
AB	AMBER BOGENOFF	HS SPECIALIST 1		1071

The form fields are: Rule Name: Amanda; Start Date: 03/27/2023 9:34 AM; End Date: mm/dd/yyyy h:mm a. There is a 'Save' button and a 'Cancel' button.

STEP 6

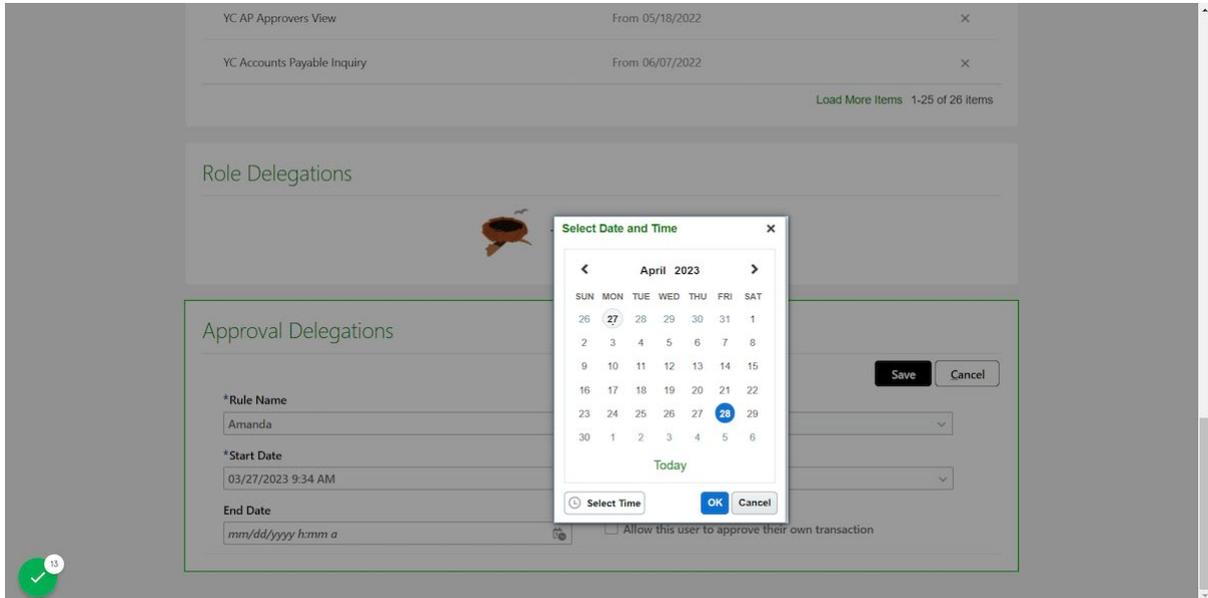
Click the calendar icon next to “Start Date”.

The screenshot shows the 'Approval Delegations' form with the calendar icon next to the 'Start Date' field highlighted with a red circle. The 'Delegate To' field is now set to 'AMANDA BUNCH'.

The form fields are: Rule Name: Amanda; Start Date: 03/27/2023 9:34 AM; End Date: mm/dd/yyyy h:mm a. There is a 'Save' button and a 'Cancel' button.

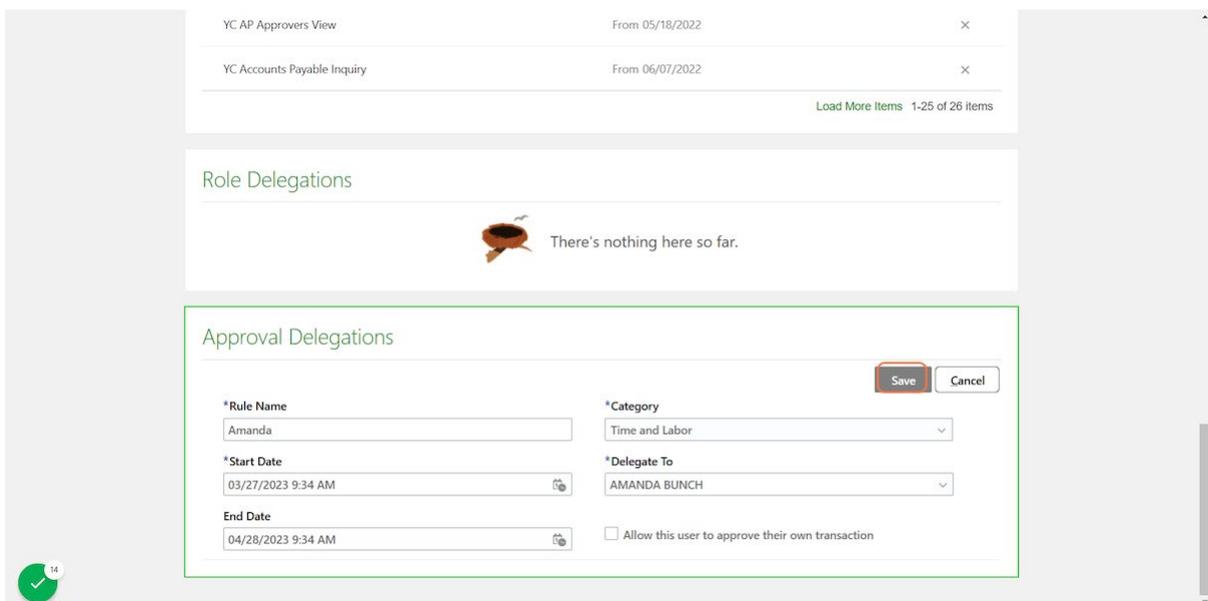
STEP 7

Select the desired date and click on the “OK” button to continue. Similarly, select the “End Date”.



STEP 8

Click on the “Save” button.



STEP 9

The approval delegation rule will be created.

The screenshot shows a web application interface. At the top, there is a list of delegations with the following items:

Project Accountant	From 01/23/2023	×
YC Employee Custom	From 05/05/2022	×
Edit Req as Approver	From 05/17/2022	×
YC AP Approvers View	From 05/18/2022	×
YC Accounts Payable Inquiry	From 06/07/2022	×

Below this list is a link: [Load More Items](#) 1-25 of 26 Items

The next section is titled "Role Delegations" and contains a message: "There's nothing here so far." with a small icon of a bowl.

The final section is titled "Approval Delegations" and contains one entry:

Amanda	03/27/2023 9:34 AM To 04/28/2023 9:34 AM Delegated To AMANDA BUNCH	✎
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STEP 10

Click on the "Home" icon to return to the main screen.

The screenshot shows the "Account Management" page for Yamhill County, Oregon. The header includes the county logo and the slogan "In the heart of the Willamette Valley".

User details are displayed in a table:

Person Number	1597	User Name	SVENSONT@co.yamhill.or.us
Account Status	Active		

Below this is a section titled "Roles" with a list of roles and their start dates:

Enterprise Contract Administrator	From 02/02/2023	×
Line Manager	From 04/18/2022	×
Project Billing Specialist	From 01/23/2023	×
Expense Manager	From 10/12/2022	×
Time and Labor Administrator	From 01/19/2023	×



STEP 11

**End of the procedure.**

