Workforce Software

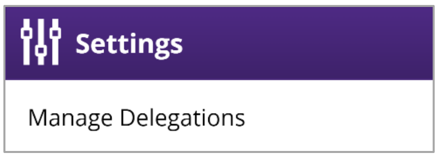
Manage Delegations

To access Workforce Software, log in with your NetID and NetID Password at **this site**: https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do

Process for Managing Delegations

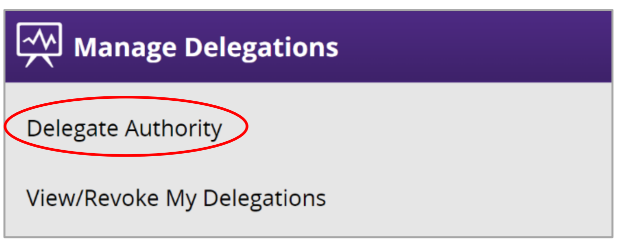
1. Manage Delegations:

Under Settings, select **Manage Delegations**.



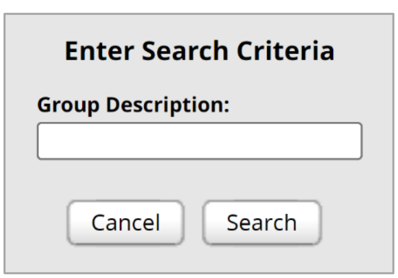
Tip: Primary Approvers can use this function to delegate their Assignment Group to another approver (previously referred to as Backup Approvers in Kronos). While a delegate will have access to the new Assignment Group, the primary approver will also retain their access.
To add a delegate who does not already have approver access, contact AskHR@northwestern.edu.
This function is used to delegate Assignment Groups, not individual employees.
Primary approvers will be designated on the "Reports To" page in myHR.

Click **Delegate Authority**.



2. Search for an Assignment Group:

In the **Enter Search Criteria** box, click **Search** without entering any text to search for your available Assignment Groups.



3. Select Assignment Group and Choose Delegate Options:

Select **Assignment Group**.

Assignment Group
☑ Willie Wildcat's Employees (3)

Role to Delegate will default to "Supervisor, Group."

Role to Delegate
Supervisor, Group

Effective Date will default to today's date while **End Effective Date** will default to one week from the date you enter the delegation. Enter the preferred effective dates for your delegate.

*Tip: To select a delegate indefinitely, enter "12/31/3000" as the **End Effective Date**.*

To allow the designated approver to re-delegate your Assignment Group to another approver, check this box:

Allow Re-delegation
☑

4. Select a Delegate:

Search for a delegate by either NetID, name, or email address.

Search for Delegation Recipients

NetID:

First Name:

Last Name:

Email Address:

Only those who can receive one of the selected roles will be shown.

Cancel Search

The Search Results screen will display the search results. Only employees who are already approvers will be shown after clicking **Search**. Click the radio button next to the name of the designated delegate, then click **Select**.

Name
◉ Crown, Rebecca

You will receive this confirmation message:

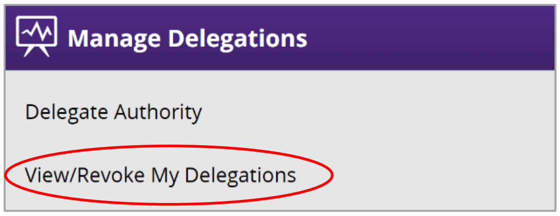
Status Message

Role(s) successfully delegated to user Crown, Rebecca
Role Supervisor, Group on assignment group Willie Wildcat's Employees (3)

Continue

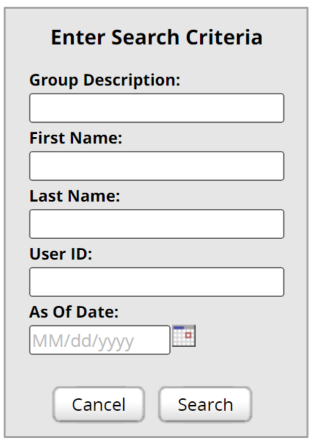
4. View Current Delegations:

Under Manage Delegations, click **View/Revoke My Delegations**.



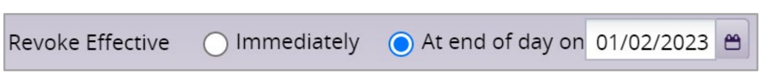
5. Select Delegation:

Under Enter Search Criteria, click **Search** *without* entering any text to search for your available delegations. The full list of current and past delegations will be available for viewing.
Tip: Search by name or User ID (NetID) to find a specific delegate, instead of showing all delegations.



7. Revoke Delegation:

Click **Revoke** (in blue text) for the delegation to be removed.
Revoke the delegation effective Immediately, or at the end of a chosen day.



Click **Revoke Delegation(s)**. You will receive this confirmation message:

*Tip: Use this option to revoke a delegation prior to the originally selected **Effective End Date** chosen in step three.*