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

<table>
<thead>
<tr>
<th>Process for Managing Delegations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Manage Delegations:</td>
</tr>
<tr>
<td>Under Settings, select <strong>Manage Delegations</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Settings" /> Manage Delegations</td>
</tr>
</tbody>
</table>

**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**.

![Delegate Authority](image)

### View/Revoke My Delegations

<table>
<thead>
<tr>
<th>2. Search for an Assignment Group:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the <strong>Enter Search Criteria</strong> box, click <strong>Search</strong> without entering any text to search for your available Assignment Groups.</td>
</tr>
</tbody>
</table>

![Enter Search Criteria](image)

Group Description:

[Cancel] [Search]
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.

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**.

You will receive this confirmation message:
4. View Current Delegations:

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

![Manage Delegations]

- Delegate Authority
- 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.*

![Enter Search Criteria]

- Group Description:
- First Name:
- Last Name:
- User ID:
- As Of Date: MM/dd/yyyy
- Cancel
- Search

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.

Revoke Effective [ ] Immediately [ ] At end of day on [ ]

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

*Operation performed successfully.*

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