

Delegating Employees to Another Manager

Assigning access to a Group

This process will be completed by the USG Shared Services Center until January 2018. After January 2018, this process will be available in Manager Self Service.

This process is used to grant access to a group of employees that report to one manager to another manager. This access can only be granted from one manager to another manager.

STEP 1	Find the manager that wishes to grant another manager access to their employees
	Navigator > People Tools > Security > User Profiles > Distribute User Profiles

Distributed User Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: User ID ▼ begins with

Search [Advanced Search](#)

Step 2	Enter the manager's User ID in the search field.
Step 3	Highlight and copy the highlighted field (Row Security) below once you click on the employee



Description: Young,Dorothy Joe

Account Locked Out?

Logon Information

Symbolic ID SYSADM1

Change Password?

Password Expired?

User ID Alias

Edit Email Addresses

Instant Messaging Information

General Attributes

Language English

Enable Expert Entry

Currency US Dollar

Default Mobile Page

Permission Lists

Navigator Homepage HCSPNAVHP

Primary BOR_HCPP_980

Process Profile BOR_HCSPPRFL

Row Security BOR_TL_0221460_980

Save

Return to Search

[General](#) | [ID](#) | [User Roles](#) | [Workflow](#) | [Audit](#) | [Links](#) | [User ID Queries](#)

STEP 4	Navigate to the Security Role and paste the Row Security that you copied into the Row Security Permission List field.
	Navigator > Setup HCM > Security > Time and Labor Security > TL Permission List Security

TL Permission List Security

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Row Security Permission List

Permission List Description

Case Sensitive

[Basic Search](#)



[Save Search Criteria](#)



STEP 5 Insert (+) a row under **Group Access** and enter the Employee ID of the manager that the original manager is delegating their employees to.

Row Security Permission List | Row Security Users

Row Security Permission List BOR_TL_0221460_980

Security by Permission List

Allow Prior Period Time Entry Days Grace Allowed 28
 Allow Future Time Entry Future Days Grace Allowed 30
 Restrict Prior Year Time Entry Prior Year Ends In 12 - December
 Use TL System Date

Group Access Personalize | Find | View All | First 1 of 1 Last

*Time Reporter Group	Description	Group Type
0221460	Dorothy Young	Dynamic

Save Return to Search Notify

Row Security Permission List | Row Security Users

STEP 6 Press Save

Row Security Permission List | Row Security Users

Row Security Permission List BOR_TL_0221460_980

Security by Permission List

Allow Prior Period Time Entry Days Grace Allowed 28
 Allow Future Time Entry Future Days Grace Allowed 30
 Restrict Prior Year Time Entry Prior Year Ends In 12 - December
 Use TL System Date

Group Access Personalize | Find | View All | First 1-2 of 2 Last

*Time Reporter Group	Description	Group Type
0221460	Dorothy Young	Dynamic
0038559	Daniel Hann	Dynamic

Save Return to Search Notify

Row Security Permission List | Row Security Users

