



Workforce Software

Manage Delegations

To access Workforce Software, log in with your NetID and NetID Password [this site](https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do):
<https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do>

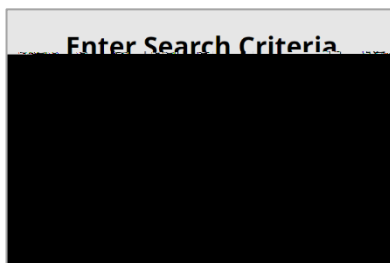
Process for Managing Delegations

1. Manage Delegations:

This function is used to delegate Assignment Groups, not individual employees.
Primary approvers will be designated on the Reports Top page in myHR.

Click Delegate Authority

2. Search for an Assignment Group:



3. Select Assignment Group and Choose Delegate Options:

Select Assignment Group.

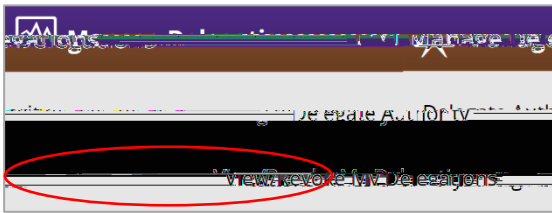
Role to Delegate will default to "Supervisor, Group."

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*.

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 delegation 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.