

Good morning, Line Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences

APPS

Organizational Chart	My Team	Tools	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

**Line Manager - Delegate**

Congratulations, you have just added a delegation!

To view this walkthrough again, search 'Delegations' from BlueSky Help.

BlueSky Help

Show More

1/8 x  
Click 'Me'
















# Hi, Line Manager!

Me My Team Procurement Tools Others

### QUICK ACTIONS

- Personal Details
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### APPS

 Directory	 Onboarding	 Checklist Tasks	 Pay	 Time and Absences
 Career and Performance	 Personal Information	 Learning	 Benefits	 Current Jobs
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Show More

BlueSky Help

# Good morning, Line Manager!

Me My Team Procurement Tools Others

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- Personal Details
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### APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Roles and Delegations	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

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Click 'Roles and Delegations'



Show More



# Account Management

Line Manager

Actions


<b>Person Number</b> 7668935	<b>User Name</b> 7668935
<b>Account Status</b> Active	

### Roles

DePaul Employee	From 9/22/2020
DePaul Hiring Manager	From 10/13/2020
DePaul Line Manager 19C	From 10/13/2020
DePaul Employee Security Assignment	From 9/22/2020

### Role Delegations

[+ Add](#)



There's nothing here so far.

### Approval Delegations

▼

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Click '+Add'

BlueSky Help

# Account Management

Line Manager



<b>Person Number</b> 7668935	<b>User Name</b> 7668935
<b>Account Status</b> Active	

### Roles

DePaul Employee	From 9/22/2020
DePaul Hiring Manager	From 10/13/2020
DePaul Line Manager 19C	From 10/13/2020
DePaul Employee Security Assignment	From 9/22/2020

### Role Delegations

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Select your role from this dropdown.

<p><b>*Role Name</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Select a value</div> <p><b>*Start Date</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">11/9/2020</div>	<p><b>End Date</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">m/d/yyyy</div> <p><b>*Delegated To</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Select a value</div>
---	--

Save
Cancel

### Approval Delegations

# Account Management

Line Manager



<b>Person Number</b> 7668935	<b>User Name</b> 7668935
<b>Account Status</b> Active	

### Roles

DePaul Employee	From 9/22/2020
DePaul Hiring Manager	From 10/13/2020
DePaul Line Manager 19C	From 10/13/2020
DePaul Employee Security Assignment	From 9/22/2020

### Role Delegations

<b>*Role Name</b> <input type="text" value="DePaul Lin"/>	<b>End Date</b> <input type="text" value="m/d/yyyy"/>
<b>*Start Date</b> <input type="text" value="11/9/2020"/>	<b>*Delegated To</b> <input type="text" value="Select a value"/>

Enter start date for this delegation.

### Approval Delegations

# Account Management

Line Manager



<b>Person Number</b> 7668935	<b>User Name</b> 7668935
<b>Account Status</b> Active	

### Roles

DePaul Employee	From 9/22/2020
DePaul Hiring Manager	From 10/13/2020
DePaul Line Manager 19C	From 10/13/2020
DePaul Employee Security Assignment	From 9/22/2020

### Role Delegations

**\*Role Name**

**End Date**

**\*Start Date**

**\*Delegated To**

6/8 Enter end date of this delegation.

### Approval Delegations

# Account Management

Line Manager



<b>Person Number</b> 7668935	<b>User Name</b> 7668935
<b>Account Status</b> Active	

### Roles

DePaul Employee	From 9/22/2020
DePaul Hiring Manager	From 10/13/2020
DePaul Line Manager 19C	From 10/13/2020
DePaul Employee Security Assignment	From 9/22/2020

### Role Delegations

<b>*Role Name</b> DePaul Line Manager 19C	<b>End Date</b> m/d/yyyy
<b>*Start Date</b> 11/10/2020	<b>*Delegated To</b> Select a value

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Type the name of the person you would like to delegate your responsibilities to, and select their name from the dropdown list.

### Approval Delegations





<b>Person Number</b> 7668935	<b>User Name</b> 7668935
<b>Account Status</b> Active	

### Roles

DePaul Employee	From 9/22/2020
DePaul Hiring Manager	From 10/13/2020
DePaul Line Manager 19C	From 10/13/2020
DePaul Employee Security Assignment	From 9/22/2020

### Role Delegations

**\*Role Name**

**End Date**

**\*Start Date**

**\*Delegated To**

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Click **'Save'** to add this delegation.  
You can also click 'Cancel' to discard changes.

Save
Cancel

### Approval Delegations



Person Number  
7668935

User Name  
7668935

Account Status  
Active

## Roles

DePaul Employee

From 9/22/2020

DePaul Hiring Manager

From 10/13/2020

DePaul Line Manager 19C

From 9/22/2020

DePaul Employee Security Assignment

From 9/22/2020

You have completed this task.

## Role Delegations

Save Cancel

\*Role Name

DePaul Line Manager 19C

End Date

m/d/yyyy

\*Start Date

11/10/2020

\*Delegated To

Select a value

## Approval Delegations