CONTRA COSTA COUNTY

EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To:	All Staff (less CSB), Code 2	Date:	September 30, 2020
From:	Ecotime Administrators		
Subject:	Ecotime Delegation Best Practices		

As a reminder to those employees who have Delegation Authority in Ecotime, please review the following.

Delegation of Authority Use (For Peer to Peer and Above)

In EHSD, those in the same classification or above can be authorized delegates. This guideline is also true for Ecotime. For example, if you are a Supervisor, you may delegate to another Supervisor or a Division Manager in Ecotime. However, if you are a Supervisor, you cannot delegate to a Secretary.

Ecotime Administrators are aware that a number of employees may be listed in your Delegation of Authority menu that may not be your peer or above. The Administrators are working with the Ecotime vendor to resolve this issue.

Alerts and Messages

Please be cognizant that each person you delegate to receives the same messages via email and alerts via the Ecotime messages screen as you. (In addition to messages for their own staff.) To decrease the amount of messages and alerts that delegates receive, please use the Begins and Expires feature as shown below to provide a beginning and end date.

Delegate Authority					
Give Authority To	**For TS Group**	**Begins (mm/dd/yyyy)**	**Expires (mm/dd/yyyy)**	**Group Access Level**	**Action**
Denise (Management Group - Direct Report)	040100 (040100)	10/19/2016	12/31/2099	Administrator	Add Entry

As a courtesy and best practice, please notify the person(s) that you are giving authority to delegate on your behalf. This will help alleviate any confusion as to why your delegates are receiving additional messages and alerts from Ecotime.

Delegation Set up

Review delegation set up instructions on the following page, which is an excerpt from the Ecotime Training Guide found on the Ecotime Resources page.

Delegation Support

If the person you need to delegate to does not appear in your drop down menu, please send an email to the Ecotime Administrators at EcotimeHelp@ehsd.cccounty.us and copy your Supervisor. Additional training and procedures relating to Ecotime can be found on the Ecotime Resources page.

Delegation Setup

The **Delegate Authority** section provides the user with the ability to delegate authority to other management team members. Delegating authority allows other staff to help manage employees that do not report directly to them. Delegation access can be defined for a specific duration of time along with a specific access level.

Navigation

From the main menu, select **Manager Tasks**. From the sub menu, select the **Delegate Authority** menu item.
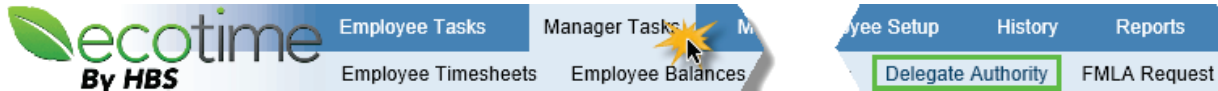
The system will display the following screen.

Current Delegations						
Give Authority To	For TS Group	Assigned By	Begins	Expires	Group Access Level	Action
Denise	040100 (040100)	CONVERSION	09/15/2015	12/31/2099	View Lv Request	Delete
Faye	040100 (040100)	CONVERSION	10/16/2015	12/31/2099	View Lv Request	Delete
Christine W	040100 (040100)	CONVERSION	12/08/2004	12/31/2099	View Lv Request	Delete
Rebecca	040100 (040100)	CONVERSION	01/14/2005	12/31/2099	Manager	Delete
Whitaker	040100 (040100)	CONVERSION	04/13/2016	12/31/2099	View Lv Request	Delete

Delegate Authority					
Give Authority To	For TS Group	Begins (mm/dd/yyyy)	Expires (mm/dd/yyyy)	Group Access Level	Action
Denise (Management Group - Direct Report)	040100 (040100)	10/19/2016	12/31/2099	Administrator	Add Entry

This following table describes the Delegate Authority fields:

Delegation Authority	Description
Give Authority To	These employees are eligible to have authority given to them.
For TS Group	This is the timesheet group that is being delegated.
Begins	The Begins field is the start date that authorization will start.
Expires	The Expires field is the date that authorization will end.
Group Access Level	The security level that will be assigned to the delegated employee.
🔑	The key provides the user the ability to view options for security.
Action	The Action is the confirmation of the delegation.

Create a delegation record

The following section will describe the steps to create a new delegation record.

Step 1 – Select a timesheet group

Select appropriate timesheet group from the list displayed. The system will display the available timesheet groups that you have access to and the security access level. Click on appropriate group and then click on the **go** button.

Step 2 –Give Authority To

To display the list of employees that are eligible to have authority, click on the down arrow to display the list. The list of eligible employee's is defined by the Ecotime Administrator. Select the appropriate employee from the list displayed.

Step 3 – Begins date

To select the date that the delegation will start, click on the Begins calendar. Use the calendar to select a different date or type it in using the format **mm/dd/yyyy**. The default screen displays today's date.

Step 4 - Expires date

To select the date that the delegation will end, click on the **Expires** calendar. Use the calendar to select a different date or type it in using the format **mm/dd/yyyy**. The default screen displays 12/31/2099.

Step 5 – Select the Group Access Level

To select the security access level, click on the down arrow to display the eligible Access Levels. The following screen will be displayed:
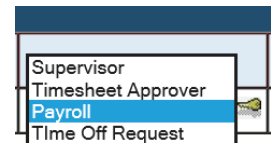
NOTE:

A user can only delegate functionality that they have been assigned. To view the specific security being provided by each of the group access levels, click on the **Key** function button.   The following is an example of the screen displayed.

Group Access Level Details								
Group Level	Timesheet	Balance	TimeOff Request	Delegation	Password	Schedule	Assign TS Group	FMLA
Supervisor	Full Access	Read Only	Full Control	Full Access	None	None	None	FMLA Read Only
Timesheet Approver	Processed PP-Full Access	Full Access	Full and Delete/Modify	Full Access	None	Full Access	None	FMLA-Full Access, No Status Change
Payroll	Processed PP-Full Access	Full Access	Full and Delete/Modify	Full Access	Full Access	Full Access	Full Access	FMLA-Full Access, No Status Change
TIme Off Request	None	Read Only	Full Control	None	None	None	Full Access	FMLA-Full Access, No Status Change

Step 6 – Select the Group Access Level

To select the **Group Access Level**, click on it.

Delete a delegation record

The following section will describe the steps to delete a delegation record.

Step 1 – Select a timesheet group

Select appropriate timesheet group from the list displayed. The system will display the available timesheet groups that you have access to and the security access level. Click on appropriate group and then click on the **go** button.

Step 2 – Delete

In the current delegations section, click on the **Delete** link located at the end of the employee delegation row you wish to delete. The system will remove the delegation record.