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HOW TO DELEGATE YOUR TEAM TO ANOTHER USER

1. **Go to: HRportal.moravian.edu**
2. **Type in Net ID username and password (This is the username and password you use to log into the computer. Your network ID is either your 'me' account or your last name first initial)**

3. **Click on "Login"**

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

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4. Click "Timekeeper"

5. Find the "My Team" tab located under the person icon in the right hand corner of the screen. Click "My Team"

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6. Click on "Preferences" and click on "Delegation"

7. Select employee you would like to delegate to from dropdown. Select the days you would like to delegate your team. Select what access you would like to give them.

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8. Click "Save" and the rest of the information will auto populate

9. Click on "Employee Filter"

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10. Go to "Approval Group Filter" and type your employee number into the left side Supervisor list to find yourself. *(Your employee number is located on the top right hand corner next to your silhouette icon)*
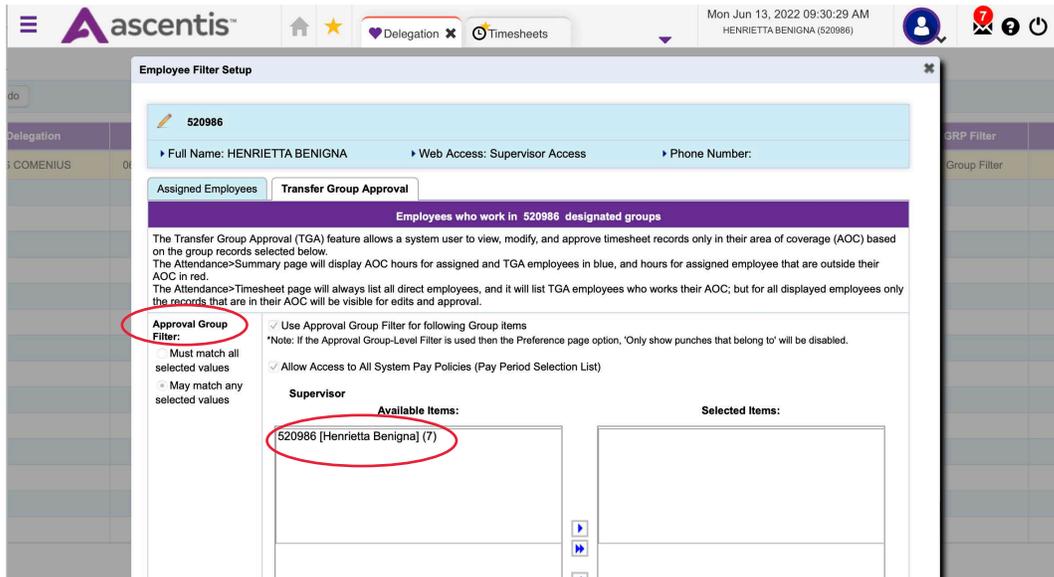
11. Click on yourself. Click on the arrow to move yourself over to the right hand list
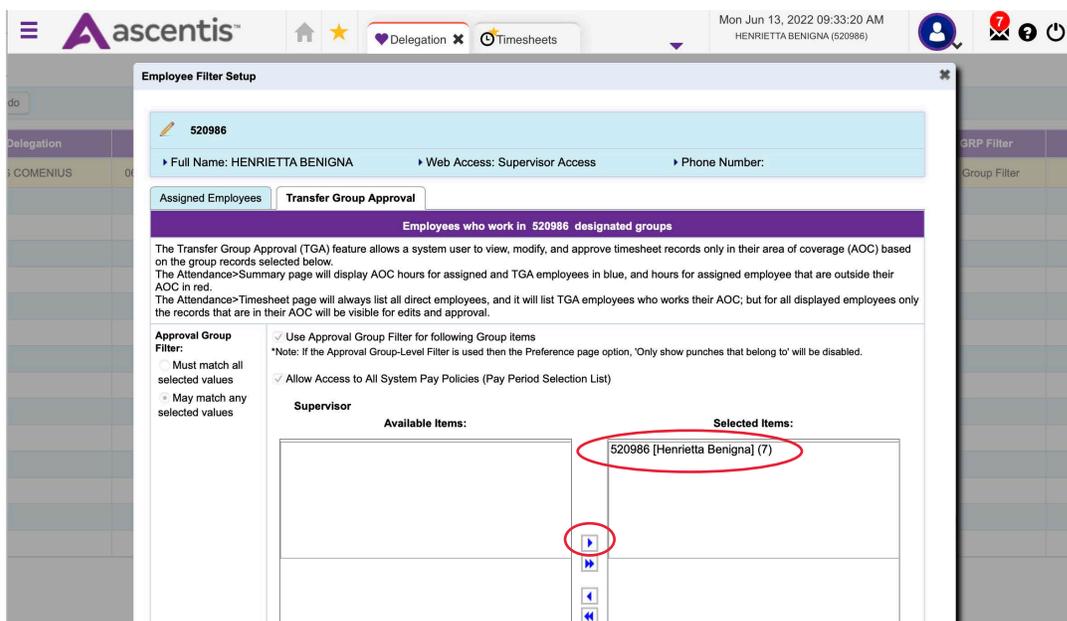

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12. You can now x out of that screen. You have now delegated to another user.