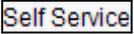
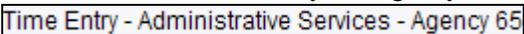
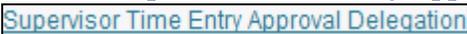


## Delegate Supervisor Time Approval Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Self Service</b> link. 
3.	Click the <b>Time Entry - Administrative Services - Agency #</b> link.  <b>Note:</b> Select the link with your Agency number. 
4.	Click the <b>Supervisor Time Entry Approval Delegation</b> link. 
5.	Enter the delegate's address book number into the <b>Delegate Number</b> field.
6.	Click in the <b>Effective Date</b> field. 
7.	Enter the date the delegatin will begin into the <b>Effective Date</b> field.
8.	Click in the <b>Ending Date</b> field. 
9.	Enter the date the delegation will end into the <b>Ending Date</b> field.
10.	Click in the <b>Authorization Type</b> field. 
11.	Enter the <b>Authorization Type</b> into the <b>Authorization Type</b> field.  Use the <b>Visual Assist</b> button if you need to. 
12.	If you use the <b>Visual Assist</b> button you will need to select the <b>Authorization Type</b> :  <b>1 - Change/Delete/Approving</b> - This allows the delegate to change, delete, and approve time cards. <b>2 - Only Approving</b> - This only allows the delegate to approve time cards. 
13.	Click the <b>Select</b> button. 
14.	When you are finished click the <b>OK</b> button.  <b>Note:</b> You can add additional delegates by arrowing down to the next line. 

Step	Action
15.	To bring up your delegates click the <b>Find</b> button. 
16.	To delete a delegate you first need to click the check box of the row of the delegate. 
17.	Click the <b>Delete</b> button. 
18.	Click the <b>OK</b> button. 
19.	When you are finished click the <b>Cancel</b> object. 
20.	You have successfully completed this lesson. <b>End of Procedure.</b>