UKG Pro - Manager Delegation for Supervisors
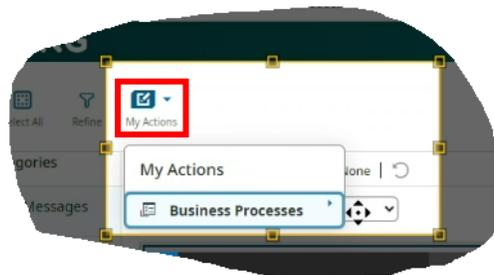
How Supervisors Delegate in UKG Pro

Go To your UKG Pro Home Page, using the chiclet on your GMR OKTA Homepage

Go To the Control Center by Clicking on the Bell Icon at the top right of your Homepage
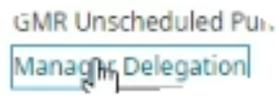

Go To and Click on the "My Actions" Icon, at the left of your screen.

The list of options will display in the dropdown, Click on the option of Business Processes

The list of options will display in the dropdown, Click on the option of Manager Delegation
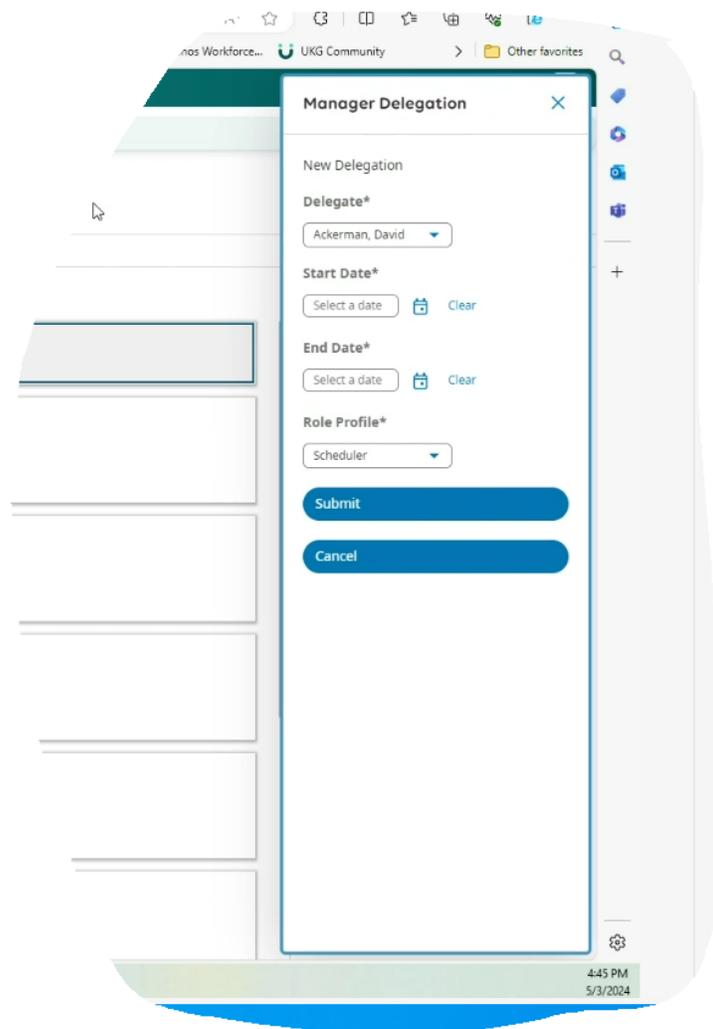

A Manager Delegation Window will slide open from the right side of your screen.

Fill in the required fields.

- Delegate = Choose the Supervisor's Name from the list of All GMR Supervisors.
    - You can scroll, search, and/or type the Delegate's name.
    - This Delegate will have all of your UKG Pro permissions; Reports, Employee Lists, etc,
    - This Delegation only pertains to UKG Pro Timekeeping functionality
    - This individual needs to have a Manager License
    - You, as the Delegator, will continue to receive email notifications. Delegates will not receive emails

UKG Pro - Manager Delegation for Supervisors

- Start Date = Type the Current Date or a Future Date (Prior Dates are not valid)
- End Date = Type an End Date or, if Forever is the intended assignment, Type 1/01/3000
- Role Profile = Choose Scheduler from the Dropdown
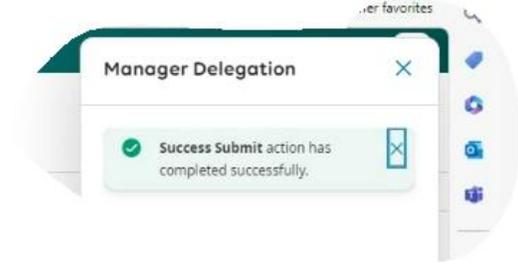- Click on Submit

UKG Pro - Manager Delegation for Supervisors

Your confirmation will display

Once complete, Go To Sign Out in your Main Menu (Hamburger Icon). Do not close your browser. This will ensure your changes are saved.
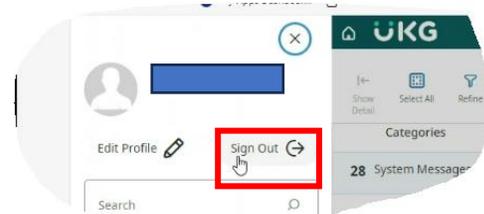
Additional Delegations

Now that you have assigned Delegates, you may choose to assign more Delegates. There are no Maximum Limit Restrictions.
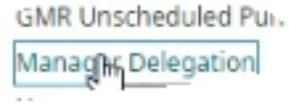
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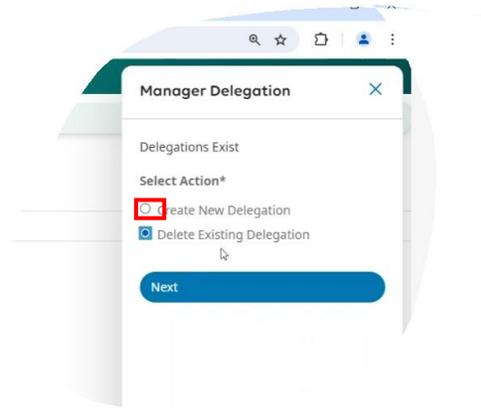
UKG Pro - Manager Delegation for Supervisors

The list of options will display in the dropdown, Click on the option of Manager Delegation

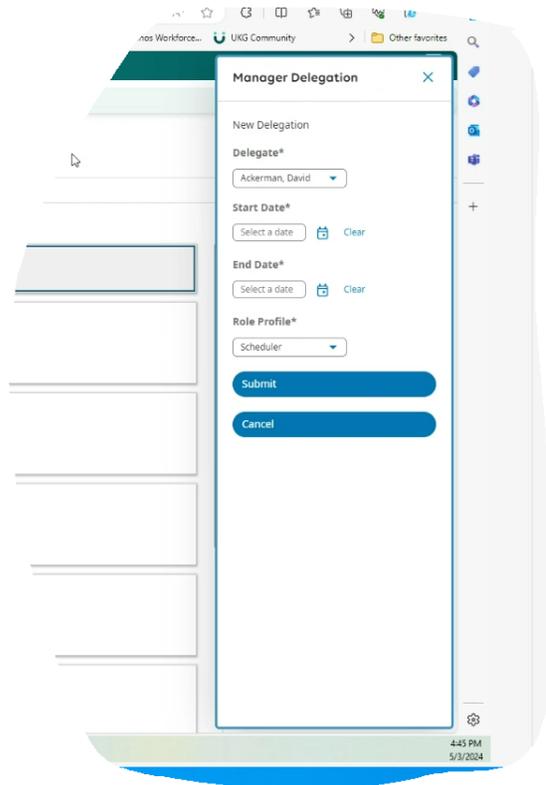GMR Unscheduled Pu...
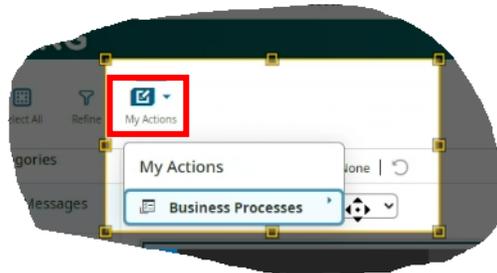
Manager Delegation

A Manager Delegation Window will slide open from the right side of your screen.

Choose the option to Create a New Delegation. Click Next

Fill in the required areas, see the steps that have been previously provided. When complete with updating the required fields. Click on Submit

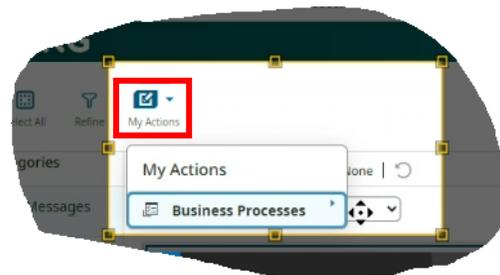# UKG Pro - Manager Delegation for Supervisors

To View assigned Delegates and/or Cancel assigned Delegation

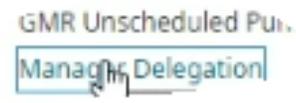Go To the Control Center by Clicking on the Bell Icon at the top right of your Homepage
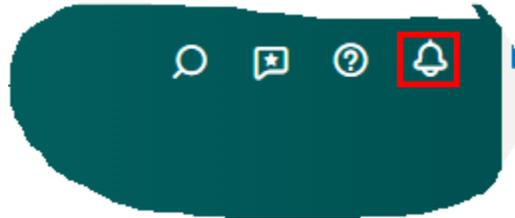
Go To and Click on the "My Actions" Icon, at the left of your screen.

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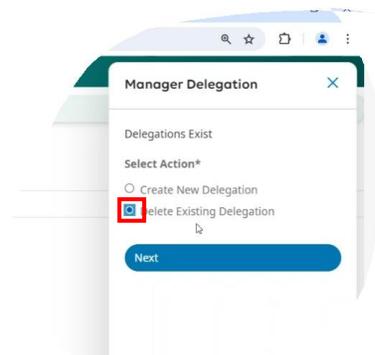

The list of options will display in the dropdown, Click on the option of Manager Delegation

A Manager Delegation Window will slide open from the right side of your screen.

Choose to Delete Existing Delegation, which lists all assigned Delegates.

UKG Pro - Manager Delegation for Supervisors

The list of all of your assigned Delegates will display.

To continue with Cancelling a Delegation, choose and click on the Delegate's Name on the displayed list, and Click on Next.

Even though you have created Delegations, you will continue to receive email notifications and will be able to enter the Control Center or Timecards to process exceptions and missed punches.
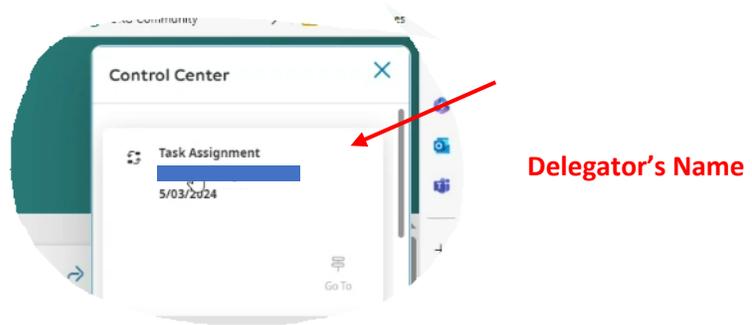
Please reach out to UKGProHelp@gmr.net with any questions.

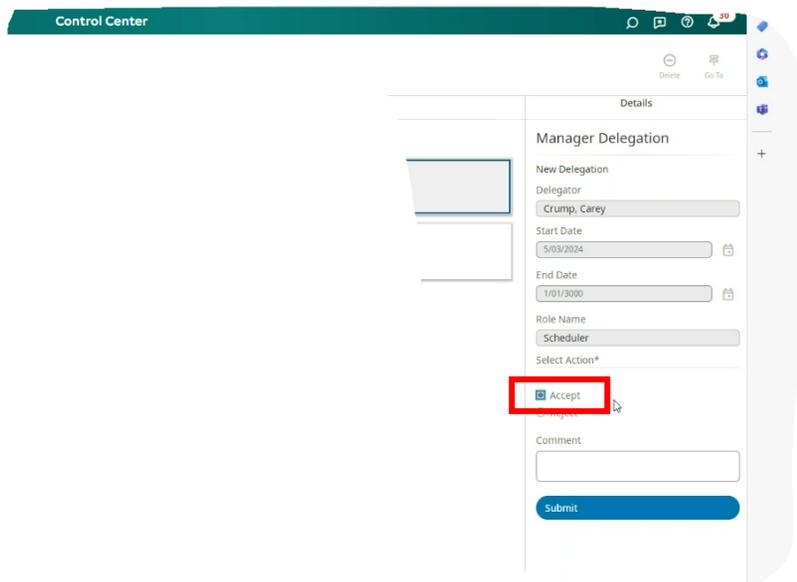# UKG Pro - Manager Delegation for Supervisors

How Delegates Action for/as their Delegator

Go To the Control Center by Clicking on the Bell Icon at the top right of your Homepage
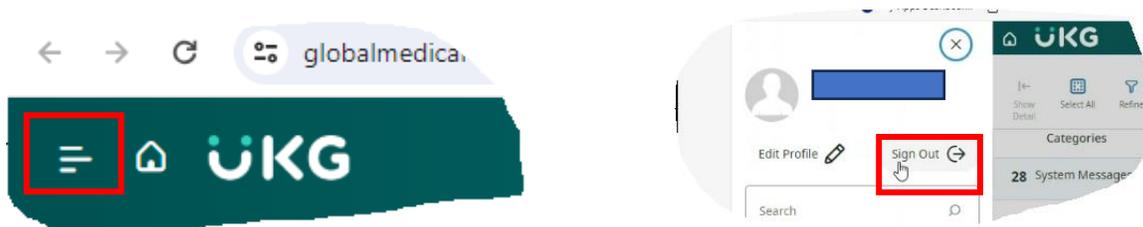
Locate and Click on the Task Assignment

Delegator's Name

Choose to Accept Delegation and Click on Submit

Once complete, Go To Sign Out in your Main Menu (Hamburger Icon). Do not close your browser. This will ensure your changes are saved.
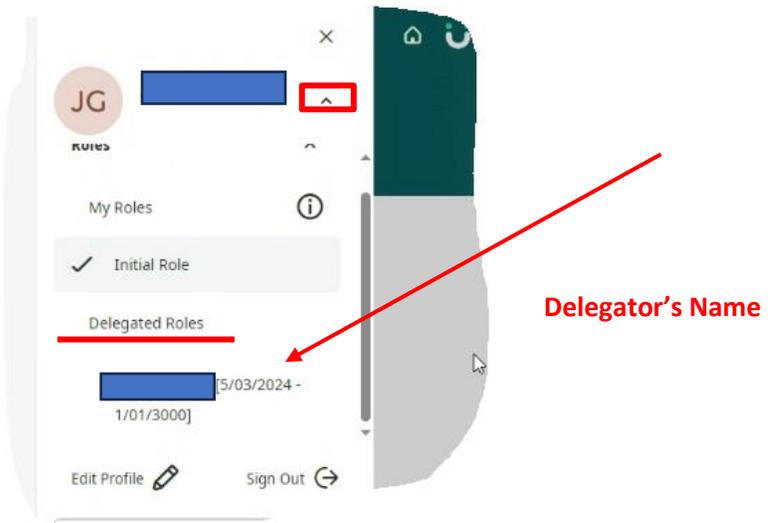
UKG Pro - Manager Delegation for Supervisors

Go To your UKG Pro Home Page, using the chiclet on your GMR OKTA Homepage

Go To your Main Menu (Hamburger Icon) at top left of your UKG Pro Home page, click on the down arrow that is displayed to the right of your name.

The window will expand, and you will see the list of Delegated Roles

Click on the Delegator's name and your Home page will update to reflect that you are now acting as the Delegator.
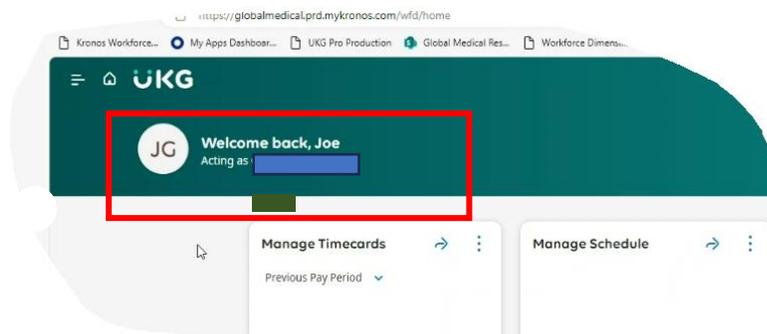
Now you can enter the Control Center or Timecards to process exceptions and missed punches.

As a Delegate, you will not receive email notifications. You need to choose to function as your Delegator to see their Control Center "Queue".

When you Approve or Decline a Missed Punch, or Action on a Punch Exception, your name will be tracked in the Employee's Timecard Audit.