

Quick Reference Guide: Line Manager Role Delegation

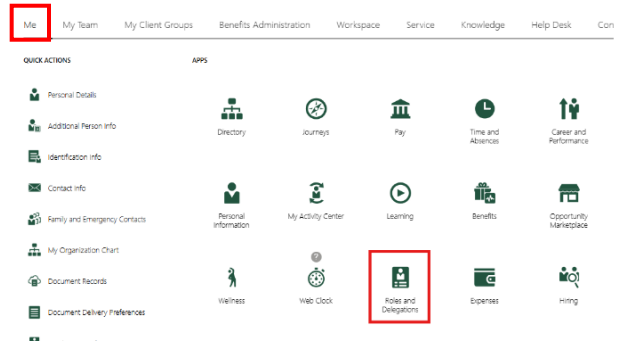


Purpose:

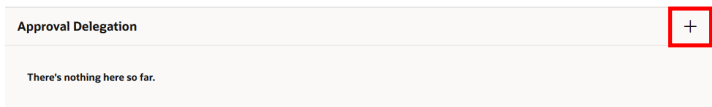
WaveWorks enables you to temporarily delegate the line manager to another individual in the event you are out of office. This QRG will walk you through how to set up the delegation. The only role that can be delegated is the line manager.

Step-by-Step:

Click on Roles and Delegations from the Me tab.



Click on the Plus Sign under Role Delegations.



Enter Line Manager in Role Name.

Enter a Start Date.

Enter an End Date.

Choose the employee to Delegate To.

Search is first then last name

Click Save.

