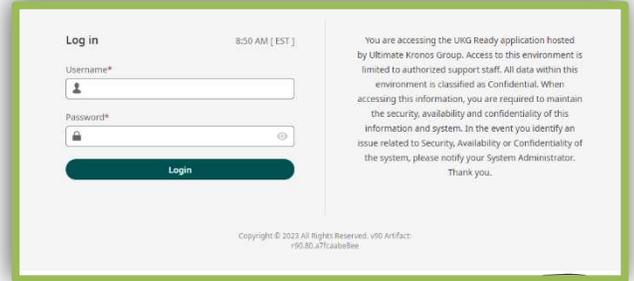


Log on to myTime.

1. Open your web browser, navigate to CSUOHIO.EDU, and click the MYCSU tab.
2. Click on Employee Self-Service in the blue column and select myTime.
3. Enter your CSU ID and password, then click the Sign In box.



Give Delegation

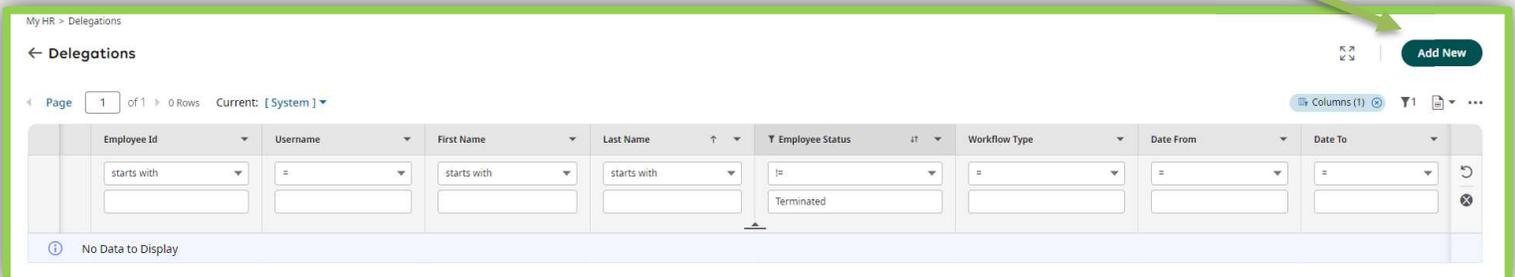
1. In the top left hand corner select the **Menu** (3 horizontal bars next to the UKG logo).



2. The menu will slide out from the left hand side. Under the **My Info** tab select the **My HR** image, select **Delegations**.

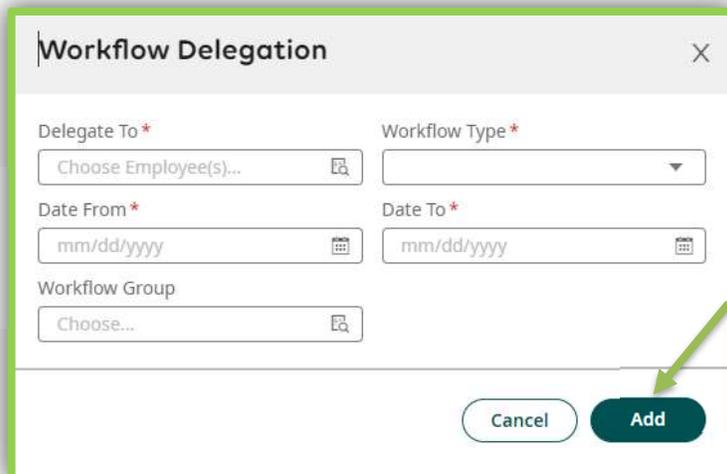


3. Once on the **Delegations** page you will see the listing of current/historical delegations, click the **Add New** button in the top right hand corner.



- The **Workflow Delegation** menu will pop up. Complete only the required fields marked by the **Red Asterisk**. Click **Add** when complete. *Delegations should not last more than 1 year.

*The delegated work will now populate or blend with your normal myTime work. You do not have to accept the delegation.



Workflow Delegation

Delegate To *

Workflow Type *

Date From *

Date To *

Workflow Group

Kronos Deleting Delegation

- Follow Steps 1 -3.
- To delete the delegation, click the **Delete Button** or **Trash Can** next to the delegation you want to remove.

My HR > Delegations

← Delegations Add New

Page 1 of 1 | 1 - 1 of 1 Rows | Current: [System]

	Employee Id	Username	First Name	Last Name	Employee Status	Workflow Type	Date From	Date To	
	starts with	=	starts with	starts with	Terminated				
	2454252	2454252	Amanda	Yurick	Active	Timesheet	01/01/2024	01/02/2025	

Exit myTime

Click the **Your Initials** Icon in the top right-hand corner and click sign out in the dropdown menu

