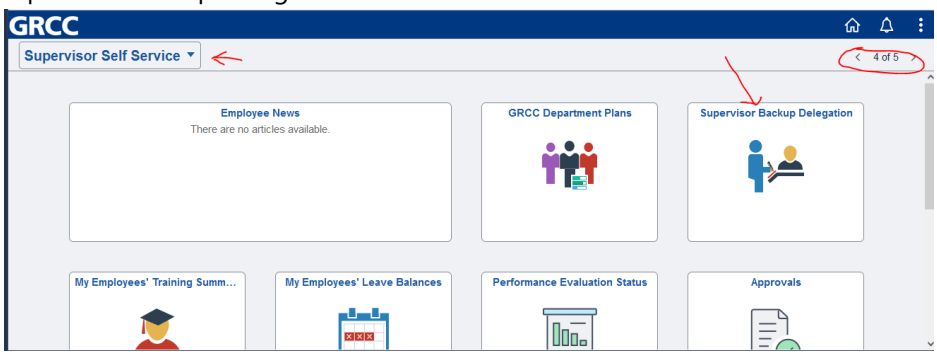
Supervisor Back Up Delegation Instructions

1. Access the **"Online Center"** at https://oc.grcc.edu
2. Log with your myGRCC Credentials
3. Change to your Supervisor Self Service home page by using the drop down, or clicking on the arrows on the left of the screen.
4. Click on the "Supervisor Backup Delegation" tile



5. Click on the "magnify glass" to search for the name of the person you are delegating as your back up.
6. Enter begin date for the time period the person you are delegating will have access to your HR Approval Workflow queue.
7. Enter end date for the time period. **Note: If you do not enter an end date, the person delegated will have access to your queue until you remove their name, by clinking on the minus (-) to the right of their name, or enter an end date.**
8. Optional: Click on the plus (+) on the right of the first line to add another person as your back up.
9. Save
10. Click on "**Sign out"** in upper right corner to log out.

Back Up Approver Instructions

1. Backup Approvers will receive a separate email notification when there are time sheets that require from the person who had delegated you as their back up approver. This reminder will only be sent once every 24 hours, and therefore you may need to access a previously received email to log in more frequently to approve time sheets as they are submitted.
2. Log in to eDocs.grcc.edu or Perceptive Content using user name and password.
    a. By logging in to from the reminder email for the person you are the backup approver for, you will be eDocs.grcc.edu directed to their approval queue.
    b. If you are logging in using Perceptive Content, you will need choose the queue for the person you are backing up from Workflow/Human Resources-Approval under the Views section on the left of the screen.
3. Review and approve each time sheet.