Delegate Setup for Frog Time

- Log into my.tcu.edu
- Under Department/Budget Manager, choose Delegate Setup tile

Search for Department
PLEASE READ CAREFULLY. THERE ARE SEVERAL OPTIONS FOR ADDING DELEGATES.

First, you must figure out whether to Add or Edit. If the person you want as delegate is not listed, you will add the delegate and select Frog Time Access. If the person you want as delegate is already listed, you will edit the delegate’s permissions to add Frog Time Access.

To find out if delegate already exists:

- Use the View All link or use the Next-Last links at the top right side of the window to move between the Delegates.

- In the example below, there are three Delegates listed.
If delegate is not listed or the page is blank:

- Click the Add Delegate link
- In the Delegate Search box, search for the person you want to add as delegate
- Check the Frog Time Access box
- Click Save
If delegate is listed:

- Move to the delegate’s row – you will see the name and ID number in the Delegate box at the top
- Select Add Effective Date link
- The Effective Date will default to the current date.
- Select the Frog Time Access check box (if it is not already checked)
- Note: If the Leave Approval box was previously checked, take care to check the Leave Approval box again for the new effective date or that delegate will lose the ability to approve leave for employees.
- In the example below, the person had previously been given Delegate access to Leave Approval. Therefore, a new Effective Date row was added. The Leave Approval box had to be checked again to keep the access. Then the Frog Time Access box was checked to add as a new Delegate for Frog Time.
  (Note: Every Effective Date added must have a different date. You cannot add multiple rows with the same effective date for the same person.)