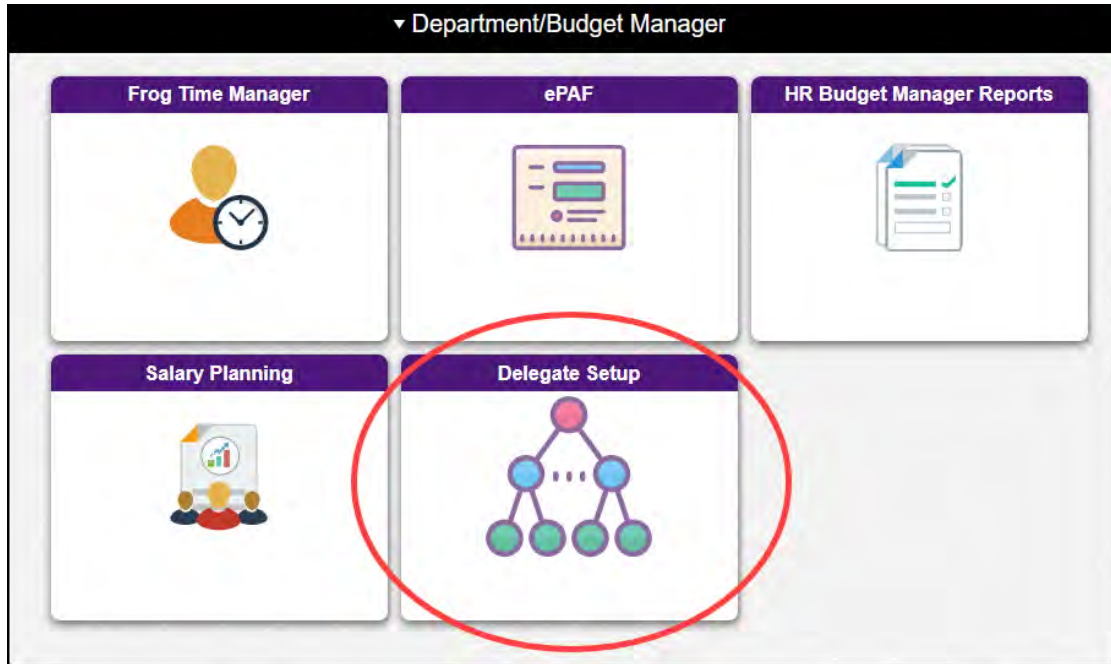


Delegate Setup for Frog Time

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



- Search for Department

HR Approvals

Enter any information you have and click Search. Leave fields blank for a

[Find an Existing Value](#)

▼ **Search Criteria**

Department

Description

Empl ID

Case Sensitive

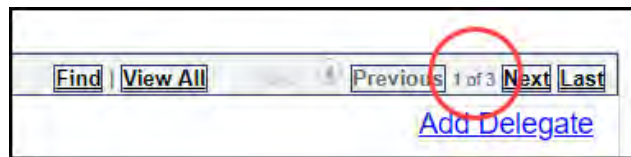
[Basic Search](#) [Save Search Criteria](#)

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.



Delegate Setup

Delegation Setup Find View All Previous 1 of 3 Next Last

Delegate Add Delegate

Delegate Task Find 1 of 1

Effective Date Add Effective Date

Leave Approval

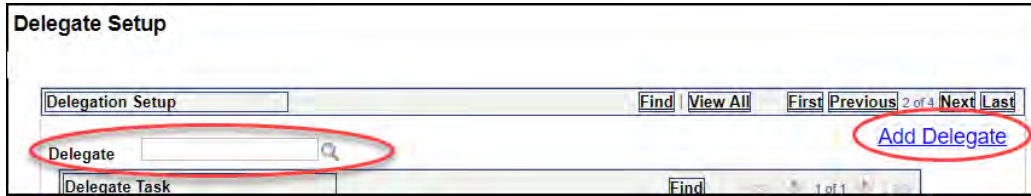
Leave Approval
Give the Delegate the ability to approve leave for employees.

Frog Time

Frog Time Access
Give someone other than the HR Budget Manager/Supervisor the ability to approve time for employees. We recommend creating a Frog Time delegate to approve time in the event that a supervisor is out of the office and needs a backup.

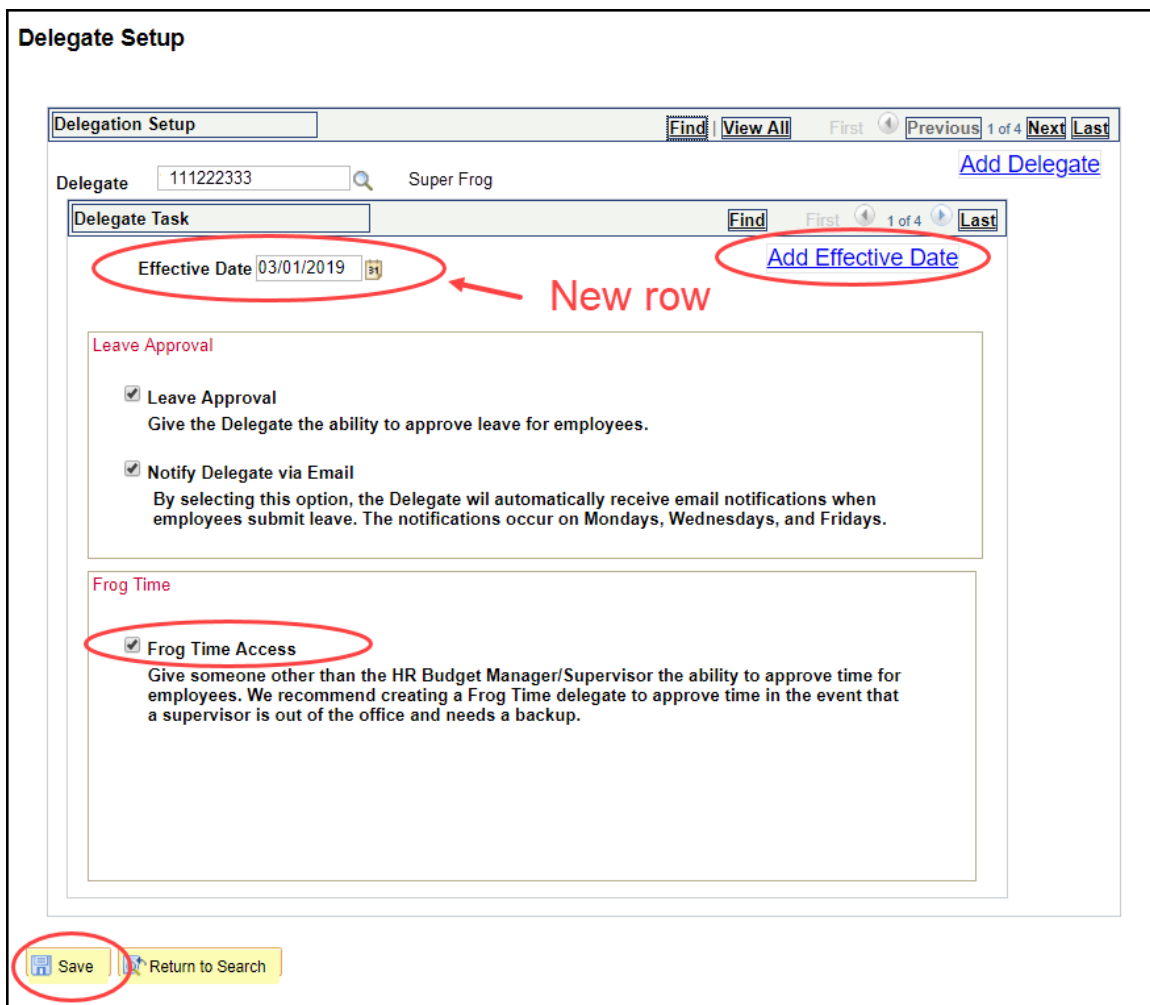
If delegate is not listed or the page is blank:

- Click the **Add Delegate** link
- In the **Delegate Search** box, search for the person you want to add as delegate



The screenshot shows the 'Delegate Setup' page. At the top, there is a search bar labeled 'Delegation Setup' with buttons for 'Find', 'View All', 'First', 'Previous', '2 of 4', 'Next', and 'Last'. Below this is a 'Delegate' search box with a magnifying glass icon, which is circled in red. To the right of the search box is a blue link labeled 'Add Delegate', also circled in red. Below the search box is a 'Delegate Task' section with a 'Find' button and '1 of 1' items.

- Check the **Frog Time Access** box
- Click **Save**



The screenshot shows the 'Delegate Setup' page with a new row added. The 'Delegate' search box contains '111222333' and 'Super Frog'. The 'Add Delegate' link is blue. Below the search box is a 'Delegate Task' section with a 'Find' button and '1 of 4' items. A new row is added with an 'Effective Date' of '03/01/2019', circled in red, and an 'Add Effective Date' link, also circled in red. A red arrow points to the new row with the text 'New row'. Below the 'Delegate Task' section are two sections: 'Leave Approval' and 'Frog Time'. The 'Frog Time Access' checkbox is checked and circled in red. At the bottom left, there is a 'Save' button circled in red and a 'Return to Search' button.

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.)

Delegate Setup

Delegation Setup First 1 of 4

Delegate Super Frog [Add Delegate](#)

Delegate Task First 1 of 4

Effective Date 03/01/2019

Leave Approval

- Leave Approval
Give the Delegate the ability to approve leave for employees.
- Notify Delegate via Email
By selecting this option, the Delegate wil automatically receive email notifications when employees submit leave. The notifications occur on Mondays, Wednesdays, and Fridays.

Frog Time

- Frog Time Access
Give someone other than the HR Budget Manager/Supervisor the ability to approve time for employees. We recommend creating a Frog Time delegate to approve time in the event that a supervisor is out of the office and needs a backup.