

Delegating Timecard and Leave Approvals

	Option 1	Option 2
	Ask a next level supervisor above you to manually approve on your behalf	Set up a vacation rule to have someone else receive and approve all Mobius actions in your absence
Pros	<ul style="list-style-type: none">• Next Level supervisor can view through Team Time Cards and can see calculated overtime• Next level supervisor has access to everything through My Team without setting anything up	<ul style="list-style-type: none">• Can choose someone not in supervisory chain• Delegated approver will get notifications to approve• Can approve both timecards and leave requests from notifications
Cons	<ul style="list-style-type: none">• Next level approver would NOT be notified to approve anything and would need to navigate to the absent manager's worklist or know whose timecards and leave requests to approve (still recommend approving timecards via Team Timecards after viewing worklist)	<ul style="list-style-type: none">• If the delegated approver is not above the employees in a supervisory chain they can only view the timecards through the notification which does not show calculated overtime• Applies to all transactions in Mobius, including Financial transactions

Instructions for both options on PWConnects > [HR Systems](#) or PWCU