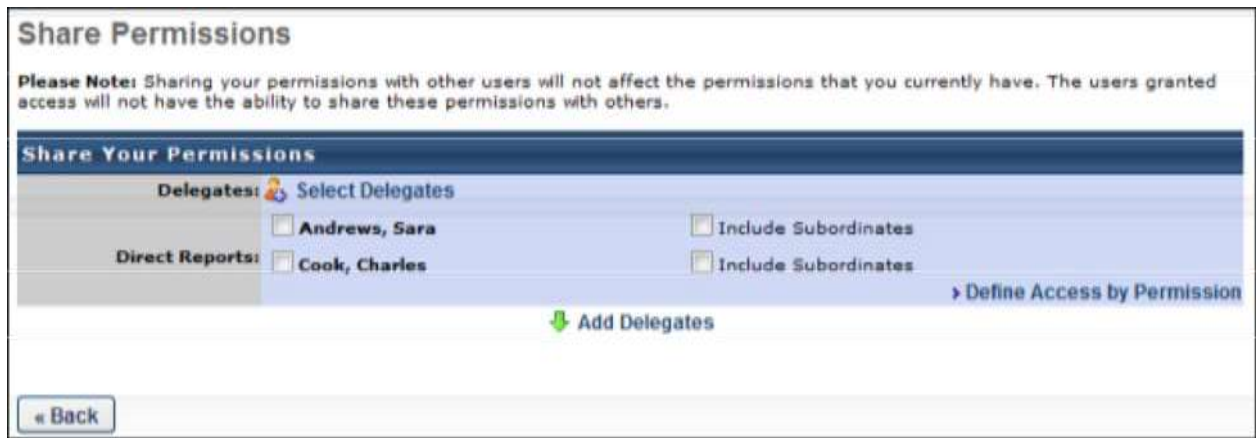


Manager > My Team > My Team > Quick Links > My Team - Share Permissions

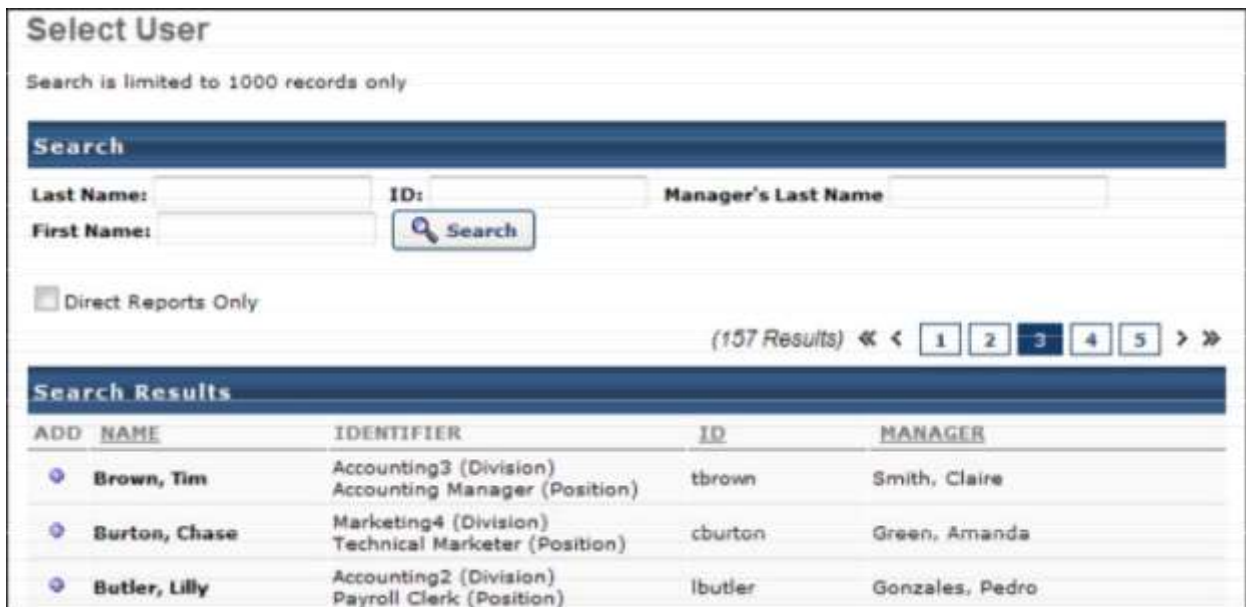
My Team - Share Permissions

Permissions

To share permissions, from the Welcome page, click on the Quick Link for “Share Permissions” at the bottom left of the screen. This opens the Share Permissions page.



On the Share Permissions page, the manager can click the **Select Delegates** link to select the users to whom they are delegating manager permissions.



The users that are available in the Select User pop-up is determined by the constraints upon the Share Permissions-Manage permission. The manager can search for delegates by Last Name, First Name, User ID, or Manager's Last Name. The manager can also filter the listed users to only their direct reports by selecting the Direct Reports Only option. The manager can add as many users as necessary by clicking the Add icon to the left of the user's name. After selecting the appropriate delegates, click the **DONE** button in the pop-up. The selected delegates appear in the Delegates section.

Share Permissions

Please Note: Sharing your permissions with other users will not affect the permissions that you currently have. The users granted access will not have the ability to share these permissions with others.

Share Your Permissions

Select Delegates

Delegates:

- Albert, Maria
- Andrews, Janette

Direct Reports:

- Andrews, Sara
- Cook, Charles

Include Subordinates

Include Subordinates

[> Define Access by Permission](#)

Add Delegates

Back

The manager then has two options to delegate manager permissions to the selected delegates:

- > Add Delegates - Click the **Add Delegates** link to delegate all of the available permissions for all of the manager's selected direct reports to the selected delegates. **See [My Team - Share Permissions - Add Delegates](#).**

- > Define Access by Permission - Click the **Define Access by Permission** link to select which permissions are delegated for which of the manager's employees to the selected delegates. ***See My Team - Share Permissions - Define Access by Permission.***