Delegation allows a supervisor to assign their direct reports to someone else in the organization to approve timesheets and enter/review absences on behalf of them, for a period not to exceed one in duration. Typical scenarios when this may be used are:

- Supervisor is on a vacation.
- Supervisor is out of the office during approval deadlines.

Supervisors on a leave of absence are not able to set up a delegation. Supervisors who are using accrued leave will only be able to set up a delegation while their login account remains active. Delegations can be established for a duration not to exceed one year. When delegation is not available in these scenarios, approvals will automatically route upward to the supervisor they report to.

**Create a Delegation Request**

Delegator (Supervisor who is assigning their direct reports to another supervisor):

From the Manager Self Service Homepage, select *Delegations*.

Select *Create Delegation Request*.

Enter a *Start Date* that is today or later. Enter an *End Date* that is the same day or later than your *From Date*. The duration of a delegation cannot be longer than one year. Click *Next*.
Choose the person you would like to request to be your delegate.

The list is pre-populated with employees that report to you (subordinates), supervisors that also report to your supervisor, and your direct supervisor. It is preferred to delegate to a supervisor, but a subordinate can be selected if your agency policy allows this. Click Next.

NOTE: If the person you wish to delegate transactions to is not listed, contact your Agency Payroll Office to assist with the delegation setup.

Select the checkbox next to any of the following transactions (best practice is to delegate all transactions):

- **Approve Payable Time (1 of 2 and 2 of 2)** – These allow the delegate to approve payable time for the delegator’s direct reports.
- **Manager Abs Cancelation Fluid** – This allows the delegate to cancel absences for the delegator’s direct reports.
- **Manager Absence Balance Fluid** – This allows the delegate to view absence balances for the delegator’s direct reports.
- **Manager Absence History Fluid** – This allows the delegate to view history of absence requests for the delegator’s direct reports.
- **Manager Absence Request Fluid** – This allows the delegate to enter absences for the delegator’s direct reports.
Once you have selected the appropriate checkboxes, click **Next**.

Once you have reviewed the request, click **Submit**.

**NOTE**: The delegate must accept the delegation in order to have access to the delegator’s direct reports. An email will be sent to the delegate notifying them of your request.
Accept a Delegation Request

Delegate (Supervisor who is being assigned direct reports of delegator):

Click on link in email notification generated by delegator’s request.

OR:

From the Manager Self-Service Homepage, click on the Notifications link to the delegation.

Click on Review My Delegated Authorities.

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

Learn More about Delegation

Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.

Select Review My Delegates to see the list of transactions that you have delegated and the delegate for each transaction.

Select Review My Delegated Authorities to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

Check the box next to transactions being delegated and click Accept.

Approve Delegated Time

From the Manager Self-Service Homepage, select Approvals.
You will see a list of your employees and employees delegated to you.

<table>
<thead>
<tr>
<th>Payable Time</th>
<th>Work Hours: 16</th>
<th>OT Hours: 0</th>
<th>12/13/2021 - 12/14/2021</th>
<th>Routed</th>
<th>12/17/2021</th>
</tr>
</thead>
<tbody>
<tr>
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<td>&gt;</td>
</tr>
<tr>
<td>Payable Time</td>
<td>Work Hours: 24</td>
<td>OT Hours: 0</td>
<td>12/13/2021 - 12/15/2021</td>
<td>Routed</td>
<td>12/17/2021</td>
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</tr>
</tbody>
</table>

For more information on approvals, refer to the Reviewing and Approving Payable Time job aid.

**Enter Time for Delegated Employee**

From the Manager Self Service Homepage, select Team Time.

The page will default to Enter Time.
Click on the Filters icon.

Select the supervisor who delegated to you from the dropdown in Reports to Position Number and click Done.

Continue with time entry instructions in the corresponding job aid:

- Page 3: Adjusting Reported Time / Entering Time on Behalf of Other - Punch Time (hourly employees)
- Page 3: Adjusting Reported Time / Entering Time on Behalf of Other - Elapsed Time (salaried employees)

**Enter, Cancel, View Absence for Delegated Employee**

From the Manager Self Service homepage, select the Team Time tile.
Select the applicable page from the Navigation collection:

Select the supervisor who delegated to you from the acting as dropdown.

Continue with absence instructions in the Entering Absence on Behalf of your Employee job aid.

Revoke a Delegation

Delegator (Supervisor who is assigning their direct reports to another supervisor):

From the Manager Self Service Homepage, select Delegations.
Select *My Delegates*.

Click on *Active, Accepted* and/or *Submitted* tabs until the transactions and delegate are located based on the status.

Check the box next to transactions and click *Revoke*.

Click *Yes*.

**Additional Resources**

If you are an agency payroll supervisor with access to employee timesheets that do not report to you, please refer to the *Manage Delegations* job aid for instructions on creating a delegation.

If you have further questions about any of the topics presented in this Job Aid, additional resources are available on the *MSS Job Aids* page.