



# Manager Self Service Job Aid:

## Delegation



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 year in duration. Typical scenarios when this may be used are:

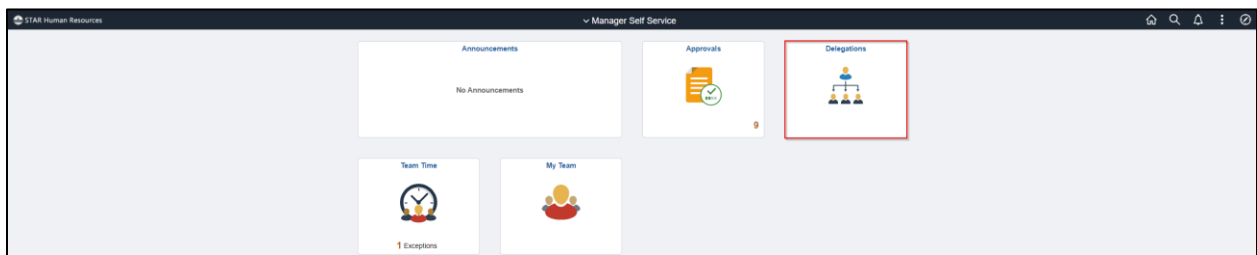
- Supervisor is on a vacation.
- Supervisor is out of the office during approval deadlines.

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.

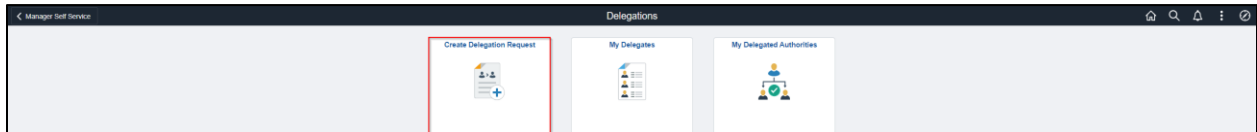
### Create a Delegation Request

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**.

Next >

**Step 1 of 4: Delegation Dates**

\* Start Date 10/24/2021

End Date 11/06/2021

Comment



Choose the person you would like to request to be your delegate. You may only select one 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**.

< Previous
Next >

**Step 2 of 4: Delegates** 12 rows

Clear All

	Name ↓	Empl ID ↑↓	Organizational Relationship ↑↓	Job Title ↑↓	Department ↑↓	Supervisor Name ↑↓
<input checked="" type="checkbox"/>	[Redacted]	100074450	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100050214	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100100026	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100107076	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100008819	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100050547	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100094022	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100011678	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100100146	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100103800	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100095928	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100059329	Employee	[Redacted]	[Redacted]	[Redacted]

**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 Cancellation 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**.

< Previous
Next >

**Step 3 of 4: Transactions**

All
Approve
Initiate

6 rows

Select All
Clear All

**Description** ↑↓

<input checked="" type="checkbox"/> 1 of 2 Approve Payable Time
<input checked="" type="checkbox"/> 2 of 2 Approve Payable Time
<input checked="" type="checkbox"/> Manager Abs Cancellation Fluid
<input checked="" type="checkbox"/> Manager Absence Balance Fluid
<input checked="" type="checkbox"/> Manager Absence History Fluid
<input checked="" type="checkbox"/> Manager Absence Request Fluid

**NOTE:** If any of the transactions selected have already been assigned, then you will receive the error message below. The dates, delegate and/or transaction must be corrected to proceed.

Can not assign multiple delegates that duplicate transaction types for the same dates.  
Click on Step 1 to assign new dates or delegate.

OK

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

< Previous
Submit

**Step 4 of 4: Review and Submit**

**Delegation Details**

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Start Date 09/04/2024

End Date 09/14/2024

Comment

Delegates

Transactions 1 of 2 Approve Payable Time

2 of 2 Approve Payable Time

Manager Abs Cancellation Fluid

Manager Absence Balance Fluid

Manager Absence History Fluid

Manager Absence Request Fluid

**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

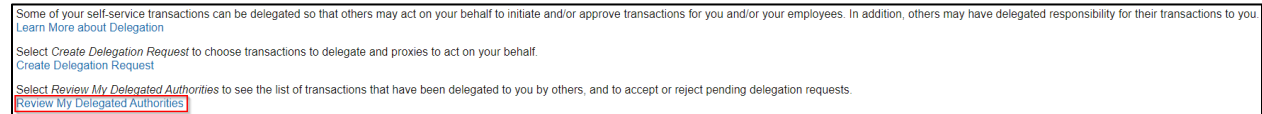
Delegate (Supervisor who is being assigned direct reports of delegator):

#### Option 1:

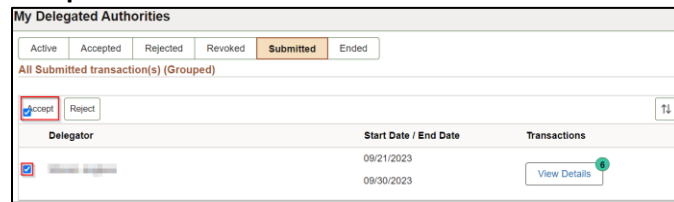
Click on link in email notification generated by delegator's request.



#### Click on Review My Delegated Authorities.

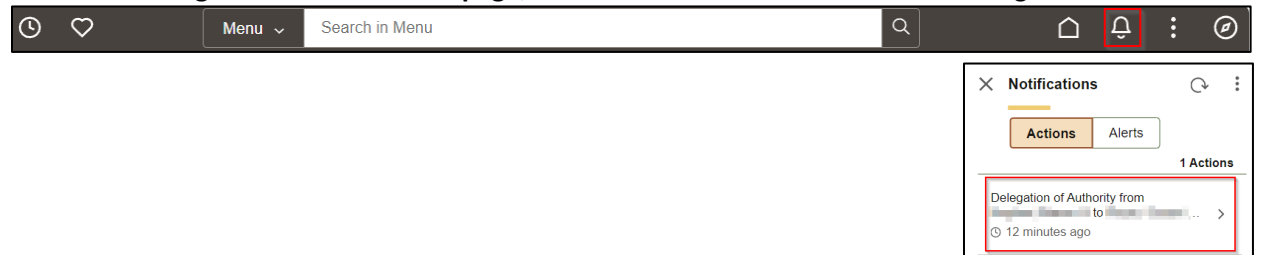


From the **My Delegated Authorities** page, check the box next to transactions being delegated and click **Accept**.

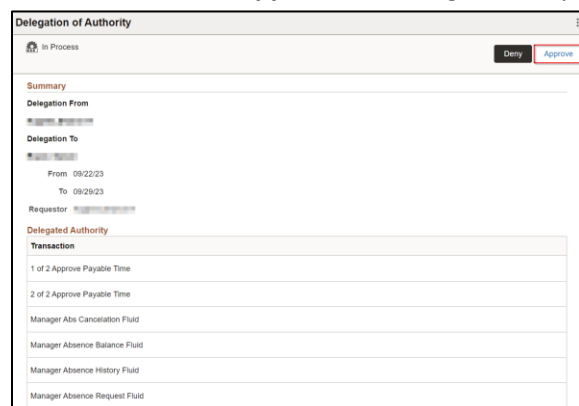


#### Option 2:

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



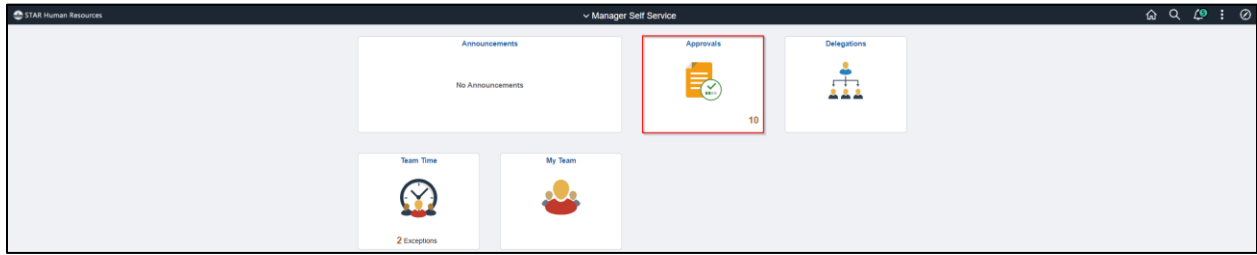
Click on the box to **Approve** the delegation request.





### Approve Delegated Time

From the **Manager Self-Service Homepage**, select *Approvals*.



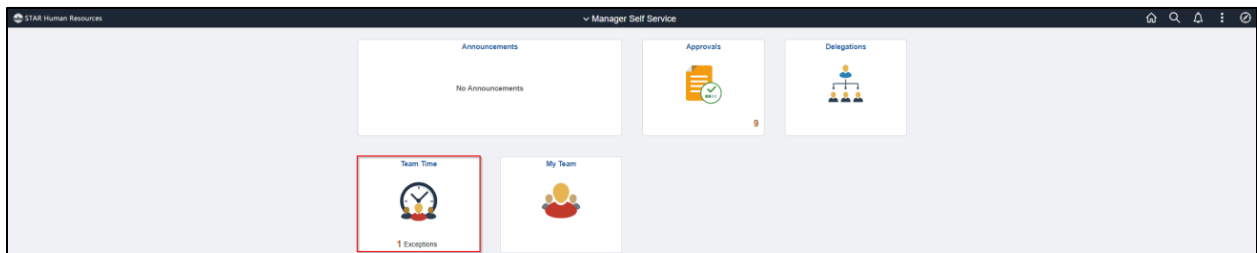
You will see a list of your employees and employees delegated to you.

All			2 rows
<b>Payable Time</b> [Redacted]	Work Hours: 16 OT Hours: 0 Apprvd Leave Hrs: 0 Delegated by [Redacted]	12/13/2021 - 12/14/2021	Routed 12/17/2021 >
<b>Payable Time</b> [Redacted]	Work Hours: 24 OT Hours: 0 Apprvd Leave Hrs: 0 Delegated by [Redacted]	12/13/2021 - 12/15/2021	Routed 12/17/2021 >

For more information on approvals, refer to the [Reviewing and Approving Payable Time](#) job aid.

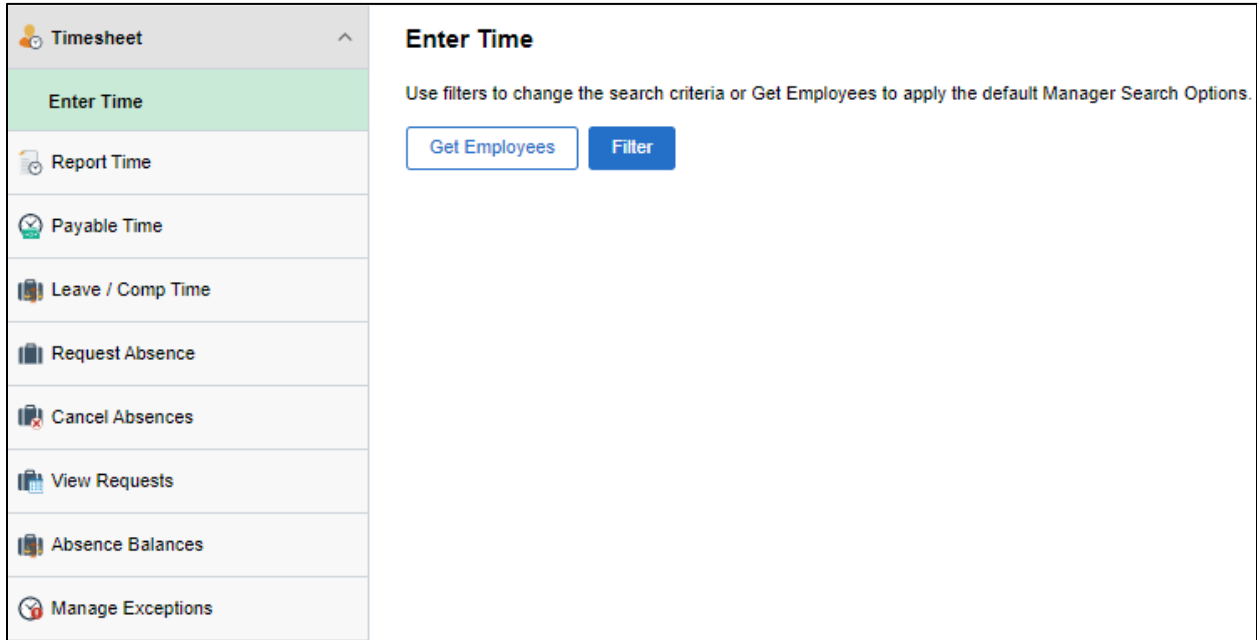
### Enter Time for Delegated Employee

From the **Manager Self-Service Homepage**, select *Team Time*.





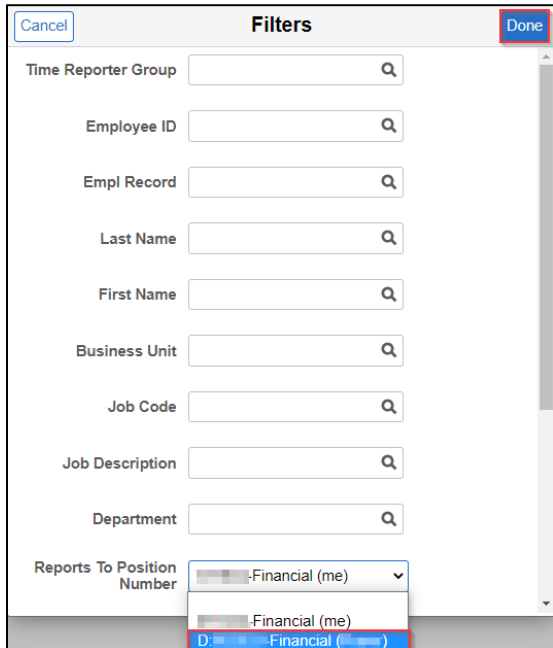
The page will default to *Enter Time*.



Click on the **Filters** icon.



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



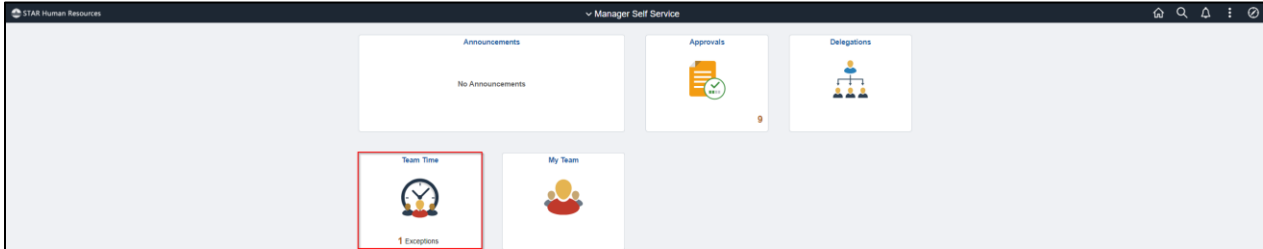


Continue with time entry instructions in the corresponding job aid:

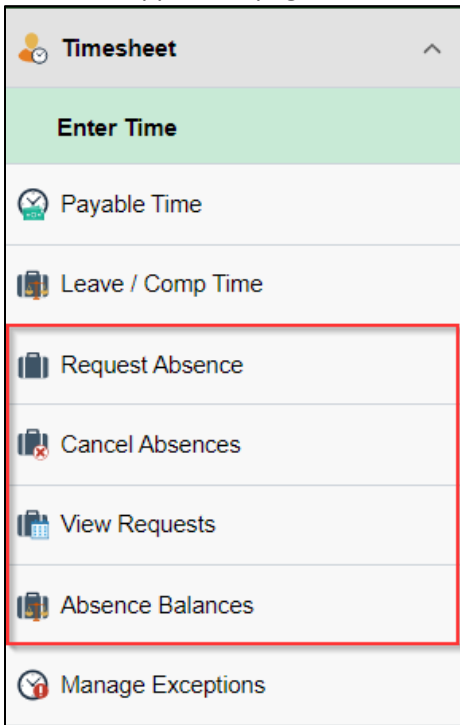
- Page 3: [Adjusting Reported Time / Entering Time on Behalf of Other - Punch Time](#) (hourly employees)
- Page 3: [Adjusting Reported Time / Entering Time on Behalf of Other - Elapsed Time](#) (salaried employees)

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

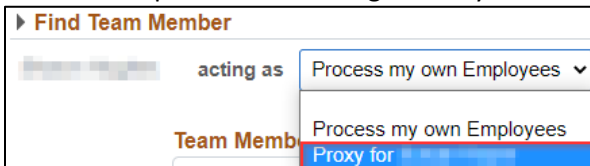
From the **Manager Self Service** homepage, select the *Team Time* tile.



Select the applicable page from the Navigation collection:



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



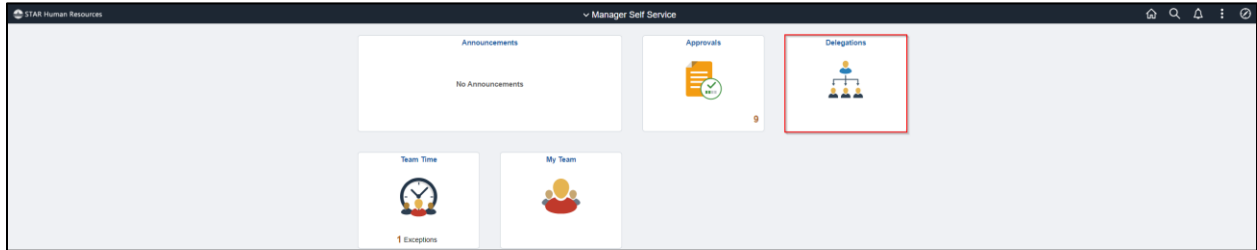
Continue with absence instructions in the [Entering Absence on Behalf of your Employee](#) job aid.



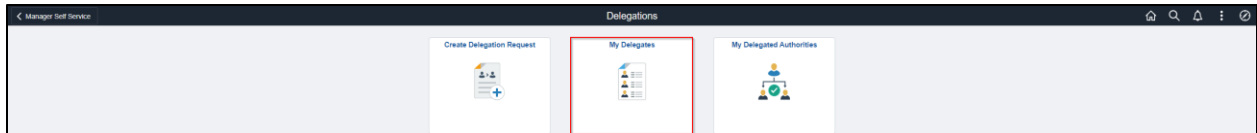
**Revoke a Delegation**

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.

Active	<b>Accepted</b>	Ended	Rejected	Revoked	Submitted
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Transactions	Delegates	Start Date / End Date	Request Status
<input type="checkbox"/> Manager Absence Balance Fluid, Manager Abs Cancellation Fluid, Manager Absence History Fluid, Manager Absence Request Fluid, 1 of 2 Approve Payable Time, 2 of 2 Approve Payable Time	[Redacted]	10/24/2021 11/06/2021	Accepted >

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

Transactions	Delegates	Start Date / End Date	Request Status
<input checked="" type="checkbox"/> Manager Absence Balance Fluid, Manager Abs Cancellation Fluid, Manager Absence History Fluid, Manager Absence Request Fluid, 1 of 2 Approve Payable Time, 2 of 2 Approve Payable Time	[Redacted]	10/24/2021 11/06/2021	Accepted >

Click **Yes**.

Are you sure you want to revoke the selected delegations?

**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.