# 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 <u>not</u> 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.

✓ Manager Sett Service		Delegations		ଇସ୍ଦ୍ର : ଡ
	Create Delegation Request	My Delegates	My Delegated Authorities	
	±>± +	& === & === & ===		
			101	

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 Da	tes					
*Start Date	10/24/2021	Ē				
'End Date	11/06/2021	Ē				
Comment						1



Choose the person you would like to request to be your delegate. You may only select <u>one</u> 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.

					(	<pre></pre>	>
Step 2	of 4: Delegates						
Clear All						12 r	rows
	Name ↓	Empl ID 1	Organizational <sub>↑↓</sub> Relationship	Job Title 1↓	Department ↑↓	Supervisor Name	î↓
	ineritation -	100074450	Employee	Service and an other services		and the second second	
	10.00	100050214	Employee	Contraction in the	1000	in the	
	Spilling and	100100026	Employee	Contraction and	1000	100.000	
		100107076	Employee	and the second second	Inclusion and	in the second seco	
	house from the	100008819	Employee				
	tors in the second	100050547	Employee	and the second sec	the first second	here they	
	1000	100094022	Employee	Inclusion, etc. (China)	instal agents	Aug Street	
	iner lines	100011678	Employee	10.000 ( DOL 100)	10000	100.00	_
		100100146	Employee	second and	Interpret.	in the second seco	
	ing the	100103800	Employee			1.000	
	-	100095928	Employee	Carl Contractory	tone logit	inger ber	
	100.000	100059329	Employee	and contracts	the local design of the	e Berland	

**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**.

	< Previous	Next >
Step 3 of 4: Transactions		
All Approve Initiate		6 rows
Select All Clear All		
Description ↑↓		
1 of 2 Approve Payable Time		
2 of 2 Approve Payable Time		
Manager Abs Cancelation Fluid		
Manager Absence Balance Fluid		
Manager Absence History Fluid		
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.
ОК

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

		Previous	Submit
Step 4 of 4: Review and	Submit		
Delegation Details			
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 Cancelation 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.
A delegation request from has been submitted for review and acceptance
or an administrator on behalf of has submitted a delegation request to you.
Transaction(s): 1: of 2 Approve Payable Time, 2 of 2 Approve Payable Time, Manager Abs Cancelation Fluid, Manager Absence Balance Fluid, Manager Absence History Fluid, Manager Absence Request Fluid From 2023-09-21 m 2 2023-09-30
You can review the request, then accept or reject the request, using the link below. http://weishink.com/pos/station_TXMPCOTE_HRNRS//ECOL_ALLECOL_AROING_BL <sup>2</sup> Page=ECOL_LANDING_FL <sup>2</sup> Action=U&ECOL_DELEGATOR_OLD=HUGHESHEHW&ECOL_DELEGATOR_RCD=0&TRANSACTION_NAME=HGA_SS_MREQ_FLU&ECOL_TRAN_ALLOWED=&FROM_DATE=2023-09-21&ECOL_PRIOXY_OLD=1
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 Delegated Authorities to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests. Review My Delegated Authorities

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

My Deleç	ated Authoria	orities						
Active	Accepted	Rejected	Revoked	Submitted	Ended			
All Submi	tted transact	ion(s) (Grou	ped)					
ccept	Reject							†↓
Dele	gator				Start Date / I	End Date	Transactions	
					09/21/2023		6	
					09/30/2023		View Details	

## Option 2:

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





#### **Approve Delegated Time**

	-					
STAR Human Resources		~ Mana	er Self Service		ଜୁର୍ 🅼	
	An	nouncements	Approvals	Delegations		
	No A	unnouncements		10		
	Team Time	My Team				
		wy learn				
		<b>**</b>				
	2 Exceptions					

From the Manager Self-Service Homepage, select Approvals.

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

All		2 rows
Payable Time	Work Hours: 16 OT Hours: 0 12/13/2021 - 12/14/202 Apprvd Leave Hrs: 0	Routed 11 12/17/2021
Payable Time	Work Hours: 24   OT Hours: 0 12/13/2021 - 12/15/202   Apprvd Leave Hrs: 0   Lelegated by	Routed 11 12/17/2021

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

#### Enter Time for Delegated Employee

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





## The page will default to Enter Time.

🕹 Timesheet 🔷 🔨	Enter Time
Enter Time	Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
Report Time	Get Employees Filter
Payable Time	
📳 Leave / Comp Time	
Request Absence	
R Cancel Absences	
In View Requests	
Absence Balances	
G Manage Exceptions	

## Click on the Filters icon.



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

Cancel	Filters	Done
Time Reporter Group	Q	<b>A</b>
Employee ID	٩	
Empl Record	٩	
Last Name	٩	
First Name	٩	
Business Unit	٩	
Job Code	٩	
Job Description	٩	_
Department	٩	_
Reports To Position Number	Financial (me)	
	Financial (me)	-
	D: Financial (	



Continue with time entry instructions in the corresponding job aid:

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

🕹 Timesheet 🛛 🔨
Enter Time
🔮 Payable Time
📳 Leave / Comp Time
Request Absence
Cancel Absences
Requests
Absence Balances
Manage Exceptions

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

▶ Find Team Member				
acting as	Process my own Employees 🗸			
Team Membe	Process my own Employees Proxy for			

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

MSS Job Aid: Delegation



#### **Revoke a Delegation**

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

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

STAR Human Resources	✓Manager Self Service							: 0	
	Announcements		Approvals	Delegations					
	No Announcements		9	#					
	Team Time	My Team							
	1 Exceptions								

#### Select My Delegates.

≮ Manager Self Service		Delegations		6 C A E O
	Create Delegation Request	My Delegates	My Delegated Authorities	

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

Active	Accepted	Ended	Rejected	Revoked	Submitted				
Revoke									↑↓
Transa	actions					Delegates	Start Date / End Date	Request Status	
Manag Manag	er Absence Bala er Absence Rec	ance Fluid, M juest Fluid, 1	lanager Abs C of 2 Approve	ancelation Flui Payable Time,	id, Manager Absence History Fluid, 2 of 2 Approve Payable Time	the states	10/24/2021 11/06/2021	Accepted	>

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

Revoke				₹
Transactions	Delegates	Start Date / End Date	Request Status	
Manager Absence Balance Fluid, Manager Abs Cancelation Fluid, Manager Absence History Fluid, Manager Absence Request Fluid, 1 of 2 Approve Payable Time, 2 of 2 Approve Payable Time	Parallyle	10/24/2021 11/06/2021	Accepted	>

#### Click Yes.

Are you sure you	want to revo	ke the select	ed delegations?
	Yes	No	]

#### **Additional Resources**

If you are an agency payroll supervisor with access to employee timesheets that do not report to you, please refer to the <u>Manage Delegations</u> 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 <u>MSS Job Aids</u> page.