



## Manager Self Service Job Aid:

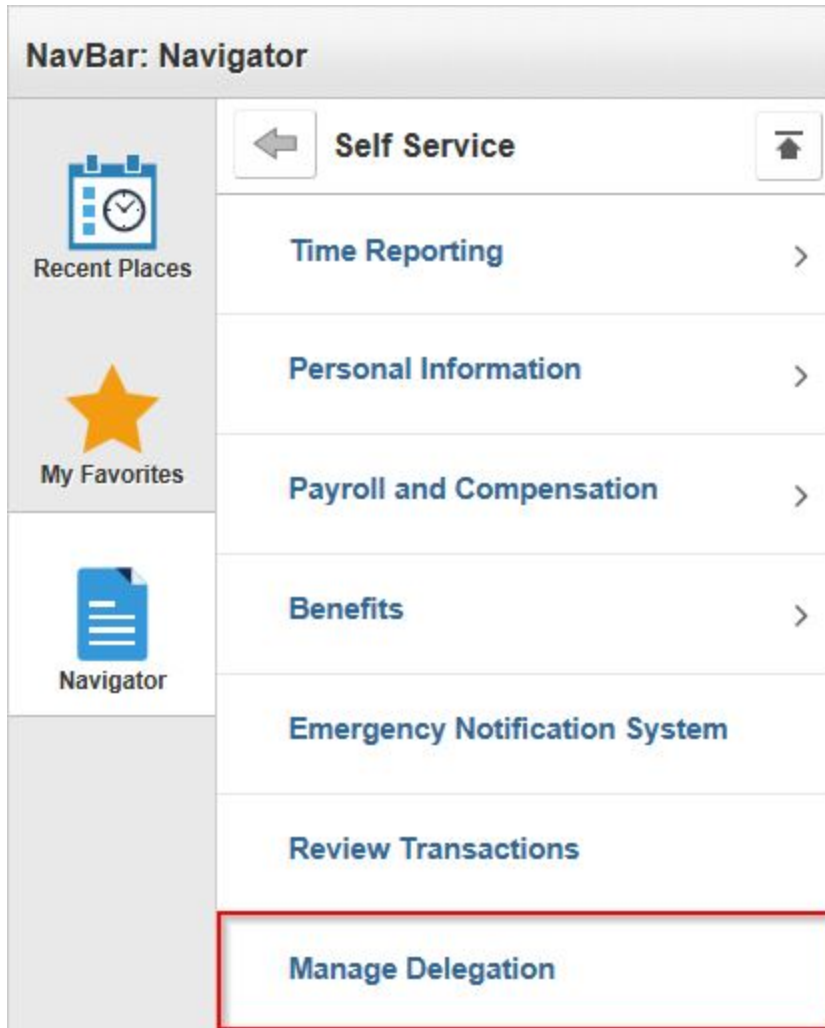
### Delegation



#### Creating a Delegation Request

Delegator:

Use the NavBar to go to Main Menu > Self Service > Manage Delegations.



**Note:** The proxy must accept the delegation in order to have access to the delegator's direct reports.




Click **Create Delegation Request**.

## Manage Delegation



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.

[Create Delegation Request](#)

Enter a **From Date** that is today or later. Enter a **To Date** that is the same day or later than your From Date. Click **Next**.

### Delegation Dates

From Date	04/26/2019	
To Date	05/04/2019	

<b>Next</b>	Cancel
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Select the checkbox next to the following transactions:

- **Manage Approve Payable Time** – This allows the proxy to approve Payable time for the supervisor/delegator’s direct reports.
- **Manager Absence Request** – This allows the proxy to enter absences on behalf of the supervisor/delegators direct reports into absence management.



Once you have selected the appropriate checkboxes, click **Next**.

**Delegate Transactions**

Transaction	
<input checked="" type="checkbox"/>	Manage Approve Payable Time
<input type="checkbox"/>	Manager Absence Balance
<input type="checkbox"/>	Manager Absence History
<input checked="" type="checkbox"/>	Manager Absence Request

Select All

Deselect All

Previous

Next

Cancel

Choose the person you would like to request to be your proxy. Then click **Next**.

**Choose Delegate**

	Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input type="radio"/>	[Redacted]	[Redacted]	Employee	PAYROLL BEN SPEC	DOA-Pay & Benefits Svcs	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	HUMAN RESOURCES SPEC-SEN	DOA HR - Chief	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	EQUAL OPPOR PROG SPEC-SEN	DOA HR - Chief	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	HUMAN RESOURCES SPEC-ADV	DOA HR - Chief	[Redacted]
<input checked="" type="radio"/>	[Redacted]	[Redacted]	Employee	HUMAN RESOURCES PROG OFFICER	DOA HR - Chief	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	PAYROLL BEN SPEC-ADV	DOA-Pay & Benefits Svcs	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	HUMAN RESOURCES SPEC-SEN	DOA HR - Chief	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	HUMAN RESOURCES ASSISTANT	DOA HR - Chief	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	HUMAN RESOURCES ASSISTANT-ADV	DOA HR - Chief	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	HUMAN RESOURCES SPEC	DOA HR - Chief	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	PAYROLL BEN SPEC-ADV	DOA-Pay & Benefits Svcs	[Redacted]

Previous

Next

Cancel



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

### Delegation Detail

[Redacted]

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Proxy [Redacted]  
 From Date 04/26/2019  
 To Date 05/04/2019

#### Transactions

Manage Approve Payable Time	
Manager Absence Request	

**Submit**      **Previous**      **Cancel**

Click **OK**.

[Redacted]

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You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.

**OK**

### Accepting a Delegation Request

Proxy:

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

Subject: A delegation request from Erin Henkes has been submitted for review and acceptance

Erin Henkes or an administrator on behalf of Erin Henkes has submitted a delegation request to you. Here are the details:  
 Transaction(s): Manage Approve Payable Time, Manage Reported Time, Manager Absence Request  
 From: 2015-10-29  
 To: 2015-11-06  
 System to notify Erin Henkes of each request: N

You can review the request, then accept or reject the request, using the link below.

[https://wi-phrtst.wi.gov/psp/phrtst/EMPLOYEE/HRMS/c/HCDL\\_ALL.HCDL\\_MGR\\_DLG\\_HOME.GBL?Page=HCDL\\_MGR\\_DLG\\_HOME&Action=U&DELEGATOR\\_ID=100024111&DELEGATOR\\_RCD=0&TRANSACTION\\_NAME=TL\\_SRCH\\_APPRV\\_GRP&TRANS\\_ALLOWED=A&FROM\\_DATE=2015-10-29](https://wi-phrtst.wi.gov/psp/phrtst/EMPLOYEE/HRMS/c/HCDL_ALL.HCDL_MGR_DLG_HOME.GBL?Page=HCDL_MGR_DLG_HOME&Action=U&DELEGATOR_ID=100024111&DELEGATOR_RCD=0&TRANSACTION_NAME=TL_SRCH_APPRV_GRP&TRANS_ALLOWED=A&FROM_DATE=2015-10-29)



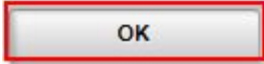
Click **OK**.

### Accept Delegation Request

[Redacted]

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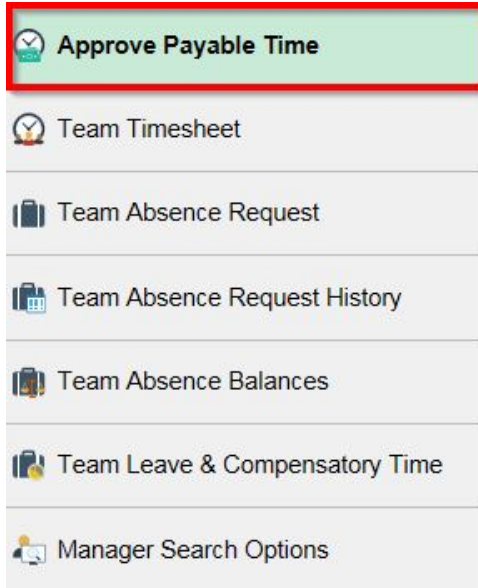
You have successfully accepted a delegation request. Refer to the My Delegated Authorities page to view accepted delegation requests.



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



Select **Approve Payable Time**





Click on specific delegate or yourself and click **Continue** to view and approve payable time for the chosen person.

You have been delegated authority to process transactions for another employee(s). If you would like to process transactions for an employee other than yourself, select that employee, otherwise select 'Process my own transaction'.


Choose Delegate			
Name	Job Title	Department	Supervisor Name
<input checked="" type="radio"/> Process my own transaction			
<input type="radio"/> [Redacted]	PAYROLL BEN PROGRAM SUPV	DATCP-Pay & Benefits Svc	[Redacted]
<input type="radio"/> [Redacted]	HUMAN RESOURCES PROG OFFICER	DOA HR - Chief	[Redacted]

**Continue**

**Revoke a Delegation**


Use the NavBar to go to Main Menu > Self Service > Manage Delegations.


**NavBar: Navigator**

  
 Recent Places

←

Self Service



  
 My Favorites

**Time Reporting** >

**Personal Information** >


**Payroll and Compensation** >

**Benefits** >

**Emergency Notification System**

**Review Transactions**

**Manage Delegation**

  
 Navigator



To review or discard your delegation, click **Review My Proxies**.

### Manage Delegation



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.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)

Choose the transaction(s) you wish to revoke, or click the **Select All** link to revoke all transactions. Click **Revoke**.

Choose Delegate

Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/> Manager Absence History	[Blurred]	HUMAN RESOURCES PROG OFFICER	04/26/2019	05/04/2019	Submitted	Inactive	<a href="#">i</a>

[Select All](#)   [Deselect All](#)

[Revoke](#)

[Return to Manage Delegation](#)

Click **Yes – Continue**.

### Revoke Delegation Request



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Are you sure you want to revoke the delegation requests that you have selected ?

[Yes - Continue](#)   [No - Cancel](#)

### Additional Resources

If you have further questions about any of the topics presented in this Job Aid, additional resources are available at [https://dpm.wi.gov/Pages/Managers\\_and\\_Supervisors/HcmJobAids.aspx](https://dpm.wi.gov/Pages/Managers_and_Supervisors/HcmJobAids.aspx)