



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

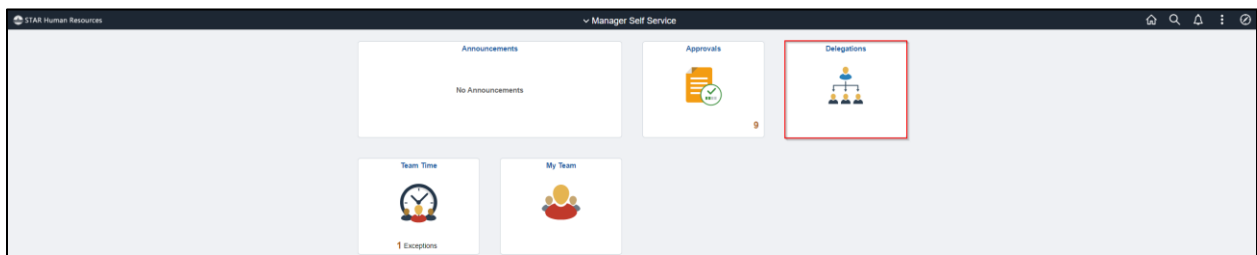
- Supervisor is on a vacation.
- Supervisor is out of the office during approval deadlines.

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.

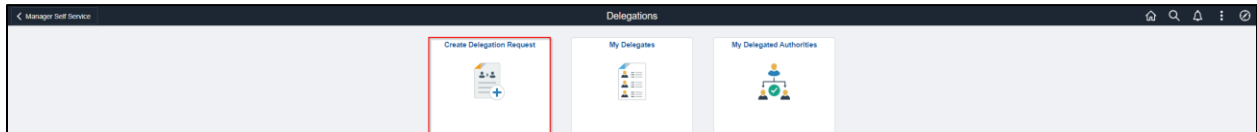
### Create a Delegation Request

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.

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**.

Step 2 of 4: Delegates						
14 rows						
<input type="button" value="Select All"/> <input type="button" value="Clear All"/>						
<input type="checkbox"/>	Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input type="checkbox"/>	[Redacted]	100067953	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100125089	Employee	[Redacted]	[Redacted]	[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	100011678	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100094022	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100050547	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100050592	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100061113	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100072865	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100099392	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100070821	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100074450	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100006912	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100024516	Employee	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	100034088	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 Cancelation 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

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

< Previous
Submit

### Step 4 of 4: Review and Submit

**Delegation Details**

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**Start Date** 10/24/2021

**End Date** 11/06/2021

**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

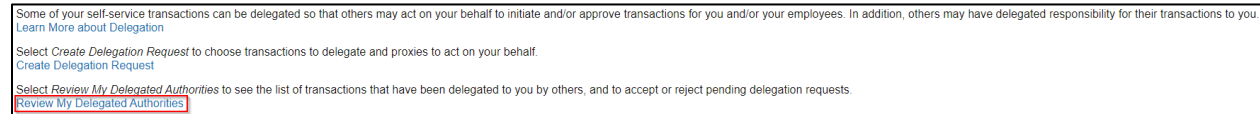
Delegate (Supervisor who is being assigned direct reports of delegator):

### Option 1:

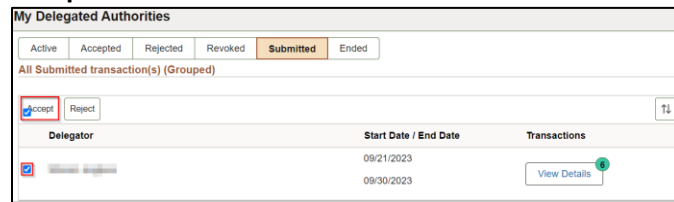
Click on link in email notification generated by delegator's request.



### Click on Review My Delegated Authorities.

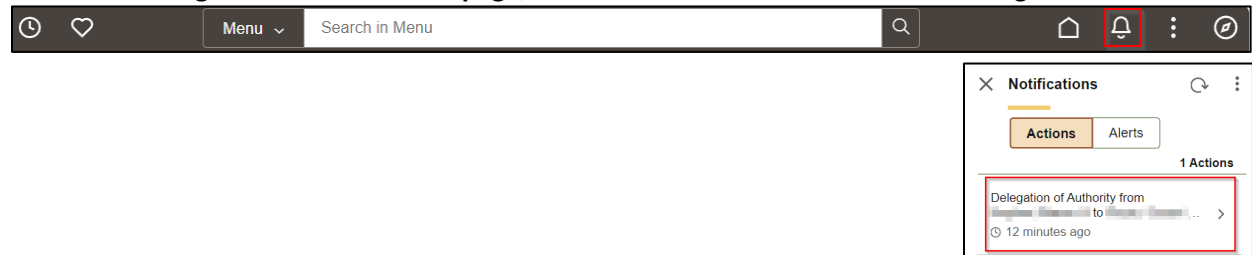


From the **My Delegated Authorities** page, check the box next to transactions being delegated and click **Accept**.

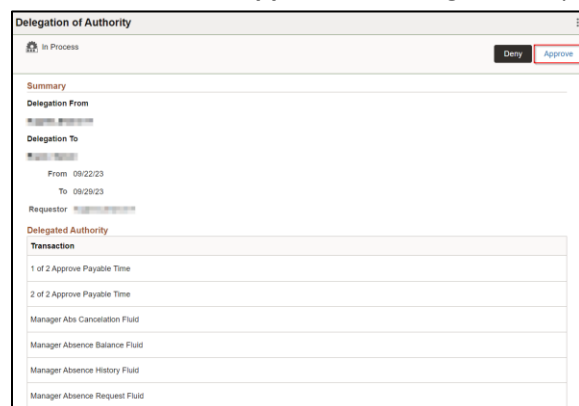


### Option 2:

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



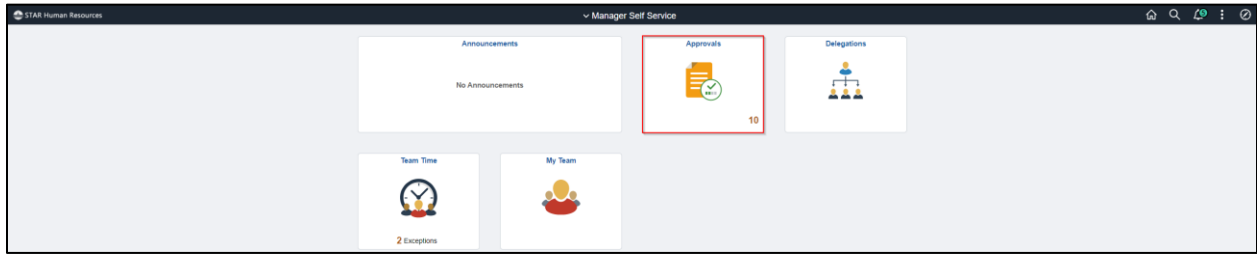
Click on the box to **Approve** the delegation request.





### Approve Delegated Time

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



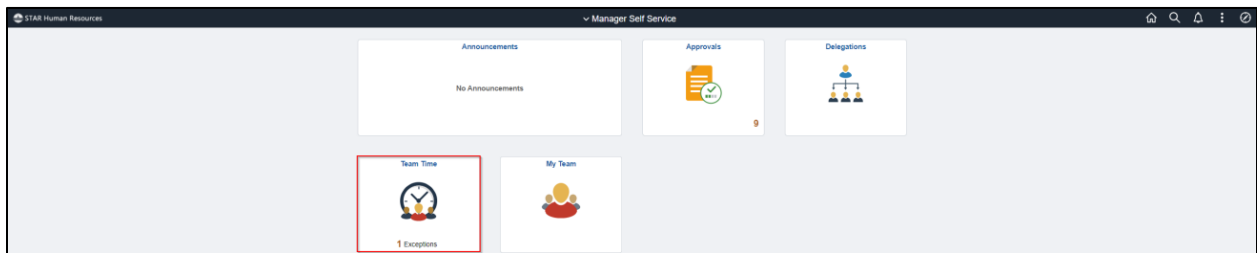
You will see a list of your employees and employees delegated to you.

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

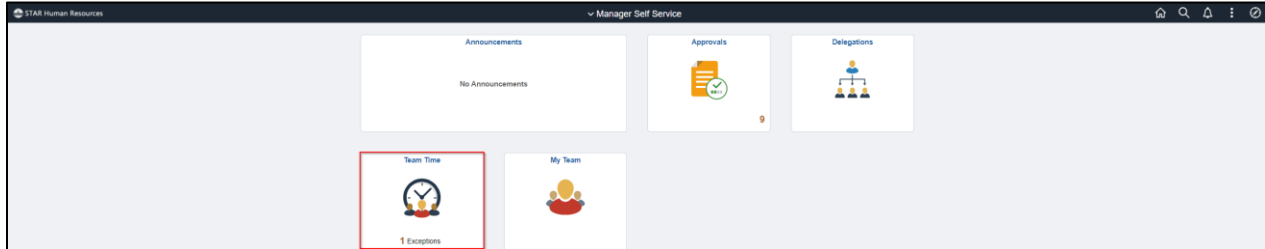


Continue with time entry instructions in the corresponding job aid:

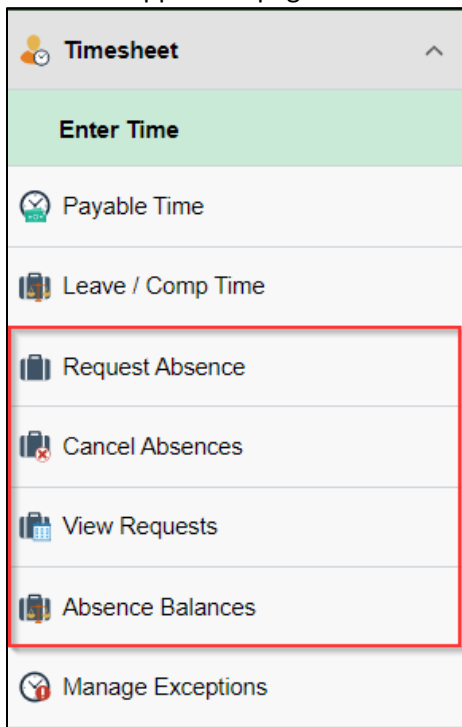
- Page 3: [Adjusting Reported Time / Entering Time on Behalf of Other - Punch Time](#) (hourly employees)
- Page 3: [Adjusting Reported Time / Entering Time on Behalf of Other - Elapsed Time](#) (salaried employees)

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

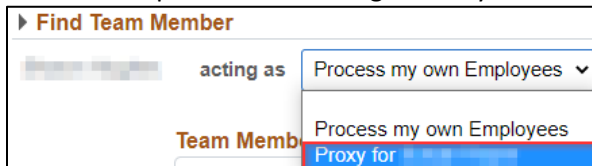
From the **Manager Self Service** homepage, select the *Team Time* tile.



Select the applicable page from the Navigation collection:



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



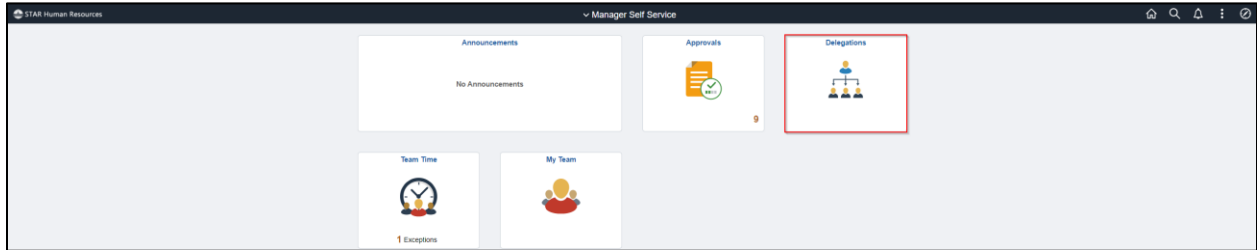
Continue with absence instructions in the [Entering Absence on Behalf of your Employee](#) job aid.



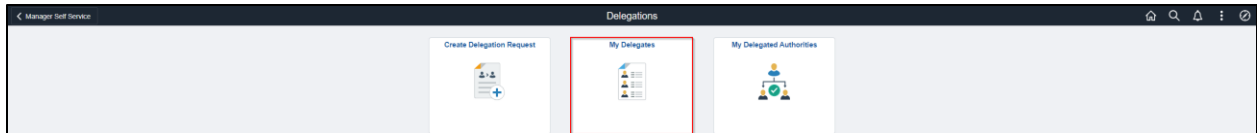
**Revoke a Delegation**

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

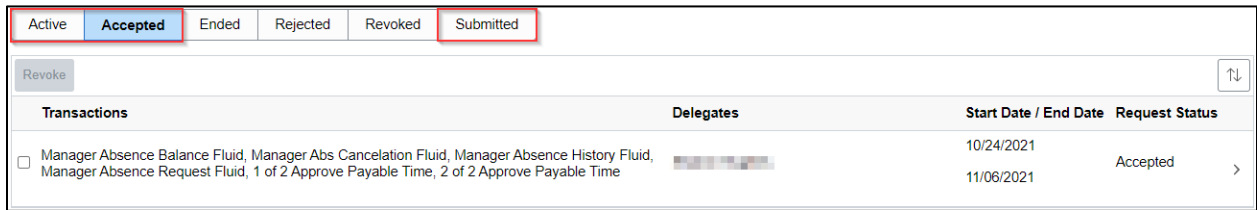
From the **Manager Self Service Homepage**, select *Delegations*.



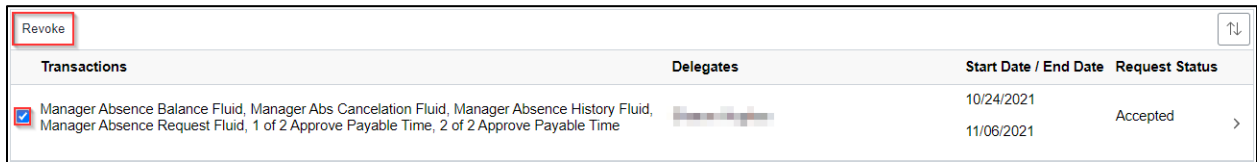
Select *My Delegates*.



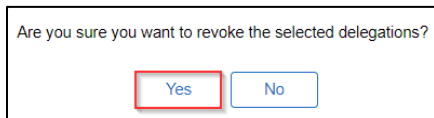
Click on **Active**, **Accepted** and/or **Submitted** tabs until the transactions and delegate are located based on the status.



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.