

Steps to Delegate Time Approval

1. Navigate to Manage HR Delegation

Page Name	Navigation
Manage HR Delegation	From myHR : Main Menu, Manager Self-Service, Manage HR Delegation Alternative: Use Time and Labor WorkCenter Links Main Menu, Manager Self-Service, Time and Labor WorkCenter Links (left navigation pane), Manager, Manage HR Delegation

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](#)

- Click Create Delegation Request


2. Create delegation request


Create Delegation Request

Enter Dates

Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

Delegation Dates

From Date 

To Date 

Field	Value
From Date	Enter the date on which the delegation is to take effect. This may be the current date or a date in the future. The effective date of the delegation may not be in the past.
To Date	Optional. A date may be entered, if known. For example, if the delegation is to be in effect only during a manager’s vacation or leave of absence. If left blank the delegation will remain in effect until it is revoked by the manager (see p. 7) or there is a change in the manager’s or delegate’s employment status.

- Click Next

3. Select transactions for delegation

Delegate Transactions	
Transaction	
Approve Life Event Documents	<input type="checkbox"/>
Approve Timesheets	<input checked="" type="checkbox"/>
Initiate Reporting Change	<input type="checkbox"/>
Initiate Terminate Employee	<input type="checkbox"/>
Template-Based Hire End-User	<input type="checkbox"/>
Template-Based Hire Status	<input type="checkbox"/>
Terminate Employee	<input type="checkbox"/>
Update Performance Documents	<input type="checkbox"/>

Select All Deselect All

Previous Next Cancel

- Select the checkbox next to ‘Approve Timesheets’ in order to delegate your time approval responsibility.
- One or many transactions may be selected. Click the checkbox next to additional transactions, if desired, and those transactions will be delegated to the same person to whom you are delegating timesheet approval.

NOTE: Your list of available transactions may vary depending on your position, whether you have already made other delegations, and as business transactions are added or removed as eligible for delegation.


4. Select delegate


Create Delegation Request

Select Proxy by Name

Search for a proxy using their name.

Search by Hierarchy

Last Name 

First Name 

Choose Delegate

Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input type="radio"/>					

- You will be presented with a list of peers to choose as a delegate. You may search by name if your delegate is not listed in the Choose Delegate box.
- Once you have selected a delegate, click next.

5. Submit delegation request

Create Delegation Request

Delegation Detail

Proxy

From Date 06/06/2018

To Date

Transactions

Approve Timesheets

- Click Submit. The delegate will receive a notification email with a link to accept the delegation.

Steps to Accept Time Approval Delegation

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[Learn More about Delegation](#)

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[Create Delegation Request](#)

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](#)

- Click Review My Delegated Authorities


2. Select delegated transaction to accept or reject

My Delegated Authorities

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status: Submitted

Choose Delegate

	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/>	Approve Timesheets			06/06/2018		Submitted	Inactive	

Select All Deselect All

[Return to Manage Delegation](#)

- Click the appropriate button to accept or reject the delegation.
- A message will appear confirming your selection.
- The manager will receive an email notifying him/her whether the delegation has been accepted or rejected.

Steps to Revoke Time Approval Delegation

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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](#)

- Click Review My Proxies

2. Select delegation to revoke

My Proxies

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select *Refresh* to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select *Revoke*.

Show Requests by Status Refresh

Choose Delegate

	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/>	Approve Timesheets			06/06/2018		Accepted	Active	

Select All Deselect All Revoke

[Return to Manage Delegation](#)

- Click Revoke

3. Confirm your action

Revoke Delegation Request

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

Yes - Continue No - Cancel

- Click Yes – Continue
- A message will be displayed confirming that the delegation has been revoked.
- The delegate will receive an email notification that the delegation has been revoked.