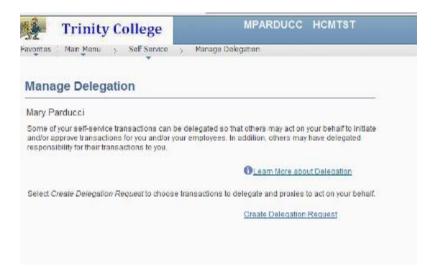# DELEGATION

The person who **is delegating** should log into :

   Self Service – Manage Delegation
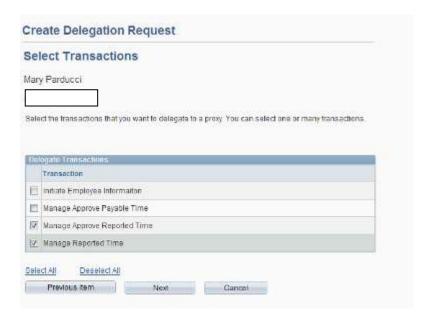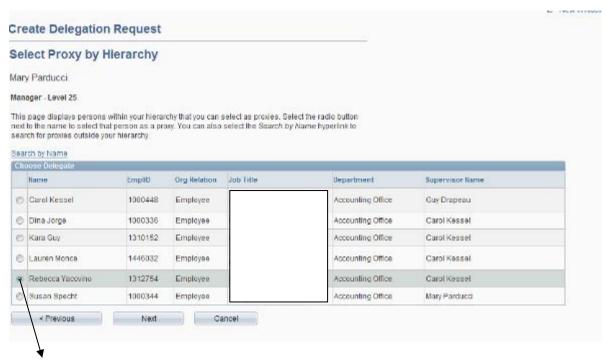

Enter dates delegation will be valid.

For Time Approval Select :
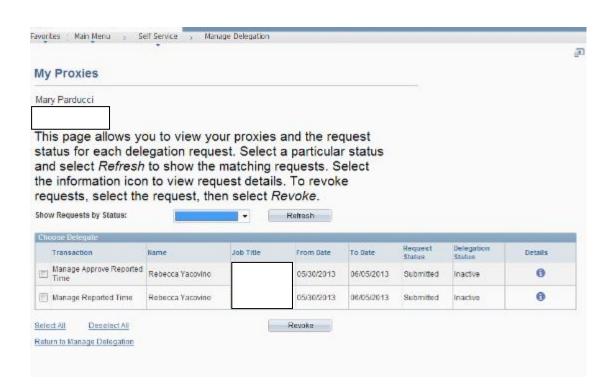Manage Approve **Reported** Time
Manage **Reported** Time

Create Delegation Request

Select Transactions

Mary Parducci

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions	
	Transaction
☐	Initiate Employee Information
☐	Manage Approve Payable Time
☑	Manage Approve Reported Time
☑	Manage Reported Time

Select All   Deselect All

| Previous Item | Next | Cancel |

Employees in your department will appear as possible delegates.

Create Delegation Request

Select Proxy by Hierarchy

Mary Parducci

Manager - Level 25

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the Search by Name hyperlink to search for proxies outside your hierarchy.

Search by Name

	Name	EmpIID	Org Relation	Job Title	Department	Supervisor Name
○	Carol Kessel	1000448	Employee		Accounting Office	Guy Drapeau
○	Dina Jorge	1000336	Employee		Accounting Office	Carol Kessel
○	Kara Guy	1310152	Employee		Accounting Office	Carol Kessel
○	Lauren Monce	1446032	Employee		Accounting Office	Carol Kessel
◉	Rebecca Yacovino	1312754	Employee		Accounting Office	Carol Kessel
○	Susan Specht	1000344	Employee		Accounting Office	Mary Parducci

| < Previous | Next | Cancel |

click the person you want to **delegate to**

Create Delegation Request

Mary Parducci

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

OK

This page shows who you delegated task to, and the status.

My Proxies

Mary Parducci

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
☐	Manage Approve Reported Time	Rebecca Yacovino		05/30/2013	06/05/2013	Submitted	Inactive	❶
☐	Manage Reported Time	Rebecca Yacovino		05/30/2013	06/05/2013	Submitted	Inactive	❶

Select All   Deselect All   Revoke

Return to Manage Delegation

You will receive an e-mail for verification, as well as the person you delegated to.