Delegation will allow your proxy to handle all approvals for timecards in your absence. It is important that this practice be followed when you know you will be unable to approve timecards.

DELEGATING AUTHORITY

Click the Employee Self Service Drop Down and click Manager Self Service:

From the Manager Self Service screen, click Delegation:
Click Create Delegation Request:

From this next screen, you will enter the start and end date of your delegation. If you know you are going to be gone for 1 week, delegate for that week, etc.
On the next screen, you will choose *what functions* you want to delegate. In this case, for timecards, you want your delegate to be able to approve timecards and absence requests. Scroll down to the bottom of the list of options, and choose *Manage Approve Reported Time*, and *Manager Absence Approve*. Then click next.
On the Select Proxy by Hierarchy screen, you will be able to choose your delegate. Your delegate can be someone one step below, above, or lateral to your position. After choosing a delegate, click Next.
On the Delegation Detail screen, review your request to ensure everything is correct, then click Submit.

Once the request is submitted, you can go to Review my Proxies on the first Delegation screen we saw:
Under Review my Proxies, it will show who your delegate is, and what transaction(s) have been delegated to them. You can revoke delegation at any time.

**ACCEPTING DELEGATION OF AUTHORITY**

The employee *accepting* delegation, will go to the Diamond in the top right hand side of the page on OneUSG Connect, click Navigator > Self Service > Manage Delegation
Click on Review my Delegated Authorities:

This will open a list of all authorities delegated to the employee. They will click the check box next to what delegations they will accept, and click Accept:
Delegation is now complete. The delegation **automatically end** on end date that was entered when created the delegation request.