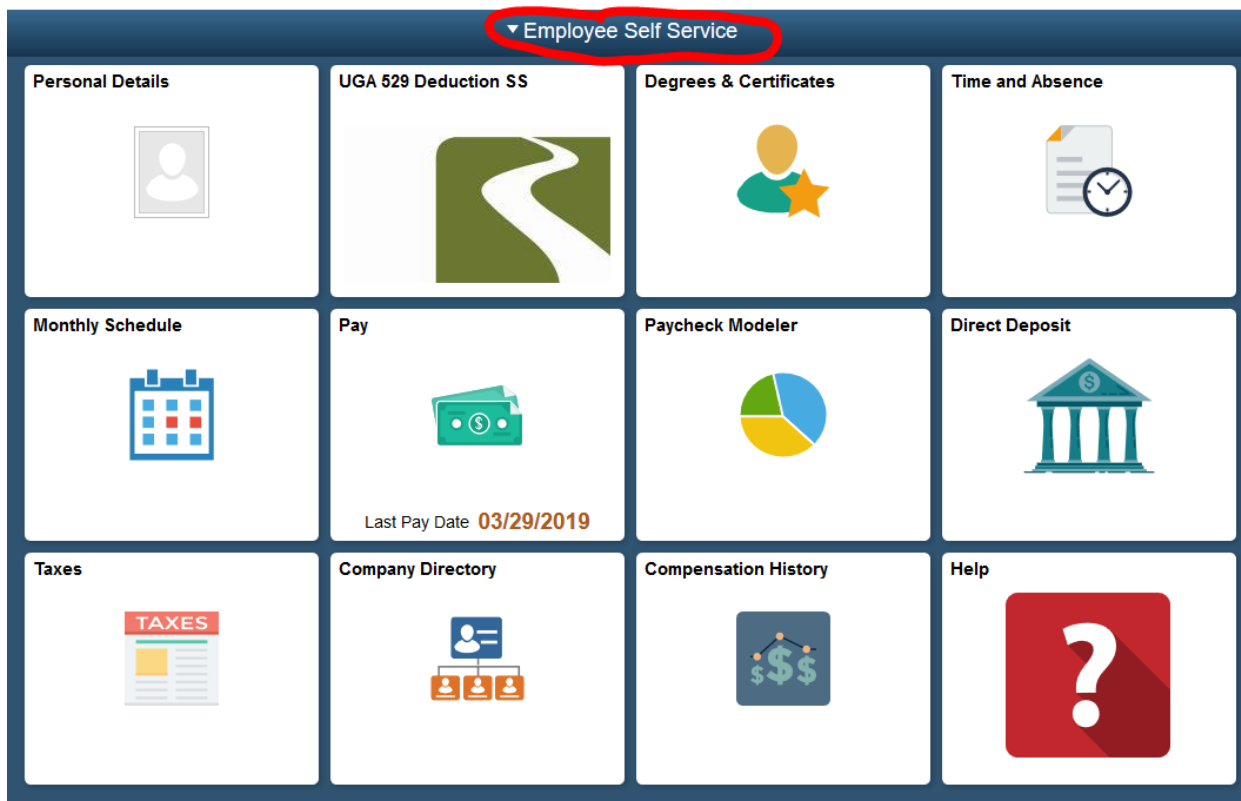


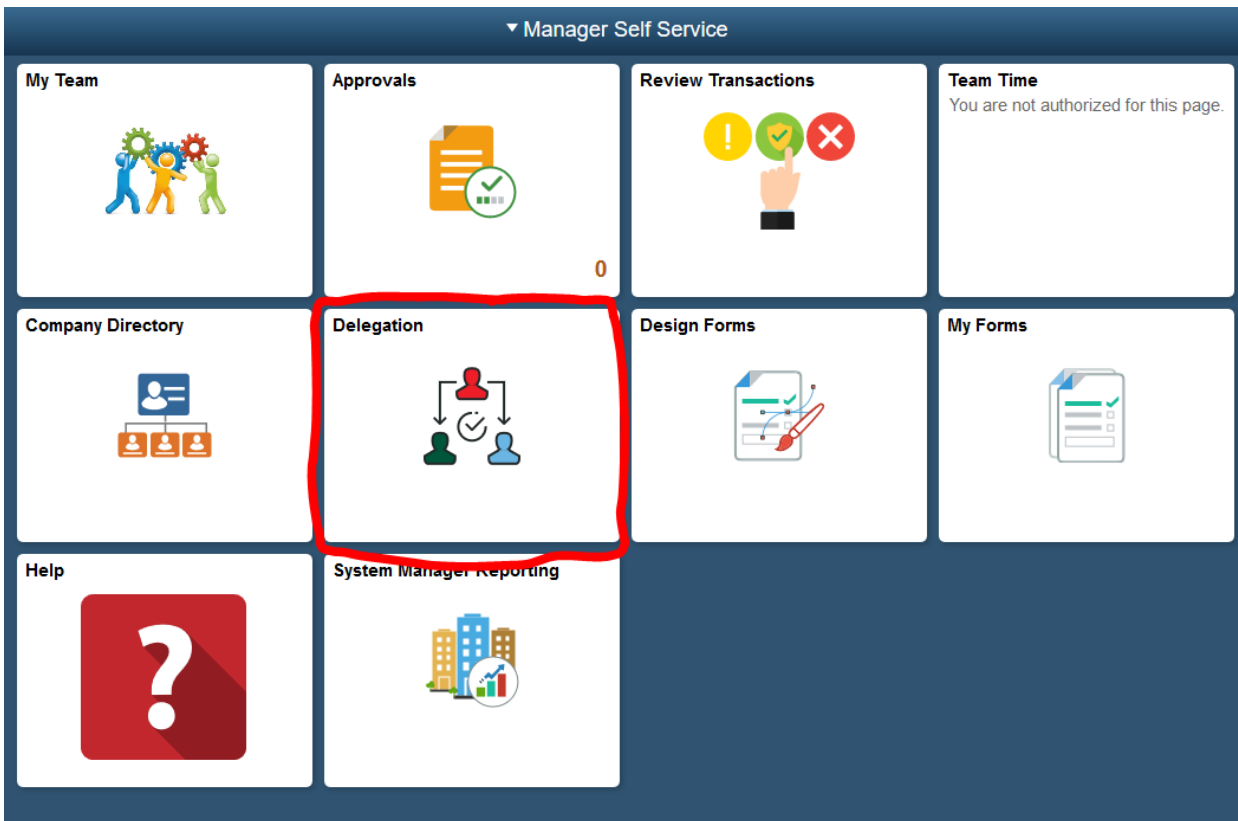
Delegation will allow your proxy to handle all approvals for timecards in your absence. It is important that this practice be followed when you know you will be unable to approve timecards.

DELEGATING AUTHORITY

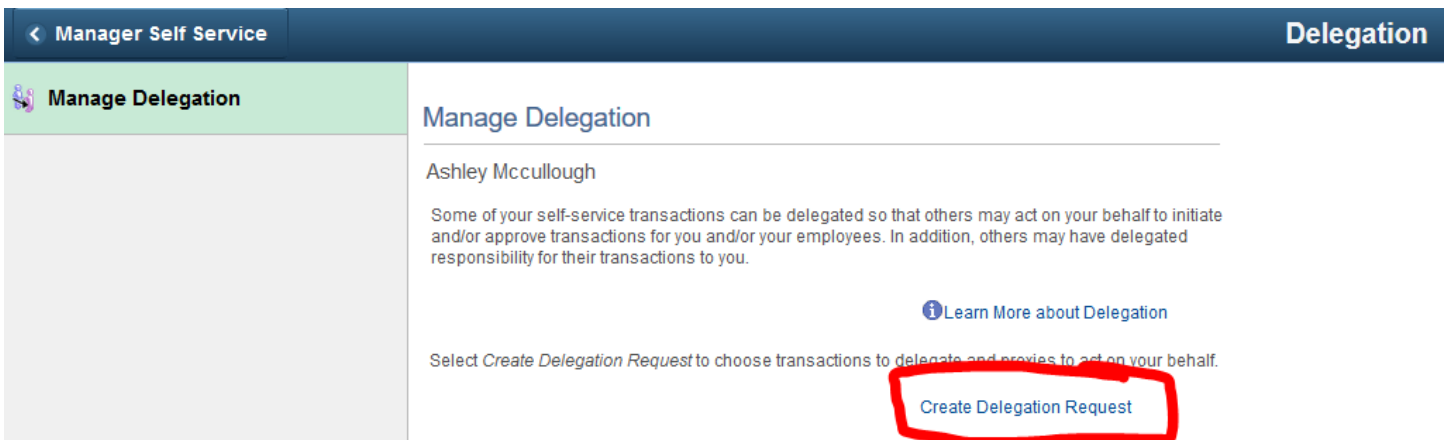
Click the Employee Self Service Drop Down and click Manager Self Service



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.

Manage Delegation

Create Delegation Request


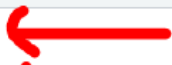


Enter Dates

Ashley Mccullough

Office / Clerical Lead

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	<input type="text" value="04/04/2019"/>		
To Date	<input type="text"/>		

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.

Manage Delegation

Create Delegation Request

Select Transactions

Ashley Mccullough

Office / Clerical Lead

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

Delegate Transactions

Transaction
<input type="checkbox"/> Initiate Location Change
<input type="checkbox"/> Initiate Promotion
<input type="checkbox"/> Initiate Reporting Change
<input type="checkbox"/> Initiate Req Supplemental Pay
<input type="checkbox"/> Initiate Retirement
<input type="checkbox"/> Initiate Security Request
<input type="checkbox"/> Initiate Transfer
<input type="checkbox"/> Initiation Termination
<input type="checkbox"/> Manage Approve Overtime
<input type="checkbox"/> Manage Approve Reported Time
<input type="checkbox"/> Manager Absence Approve
<input type="checkbox"/> Manager Absence Balance Fluid
<input type="checkbox"/> Manager Absence Cancel Approve
<input type="checkbox"/> Manager Absence History Fluid
<input type="checkbox"/> Manager Absence Request Fluid

Select All Deselect All

Previous Next Cancel

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.

Manager Self Service Delegation

Manage Delegation

Create Delegation Request

Select Proxy by Hierarchy

Ashley Mccullough
Office / Clerical Lead

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.

Choose Delegate

Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input type="radio"/> [Redacted]	[Redacted]	Employee	Accounting Business Professional	Warnell For & Nat Resources	[Redacted]
<input type="radio"/> [Redacted]	[Redacted]	Employee	[Redacted]	Warnell For & Nat Resources	[Redacted]
<input type="radio"/> [Redacted]	[Redacted]	Employee	Chief Assistant	Warnell For & Nat Resources	[Redacted]
<input type="radio"/> [Redacted]	[Redacted]	Employee	Team Manager	Warnell For & Nat Resources	[Redacted]
<input type="radio"/> [Redacted]	[Redacted]	Employee	Office / Clerical Assistant	Warnell For & Nat Resources	[Redacted]
<input type="radio"/> [Redacted]	[Redacted]	Employee	Accounting Supervisor	Warnell For & Nat Resources	[Redacted]

Previous Next Cancel

On the Delegation Detail screen, review your request to ensure everything is correct, then click Submit.

Manager Self Service Delegation

Manage Delegation

Create Delegation Request

Delegation Detail

Ashley Mccullough
Office / Clerical Lead

Proxy [Redacted]

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

Transactions

- Manage Approve Reported Time
- Manager Absence Approve

Submit Previous Cancel

Once the request is submitted, you can go to Review my Proxies on the first Delegation screen we saw:

Manager Self Service Delegation

Manage Delegation

Manage Delegation

Ashley Mccullough

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](#)

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

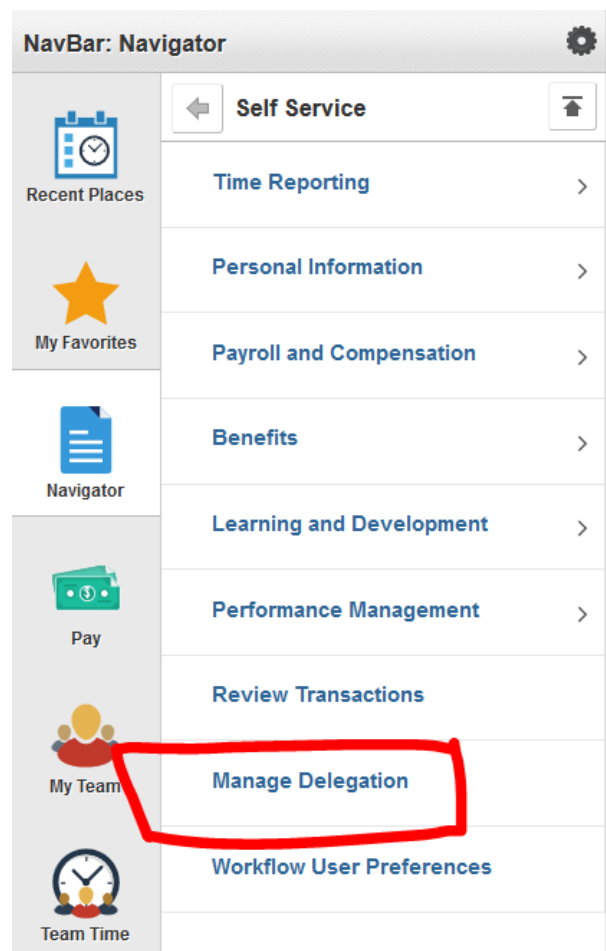
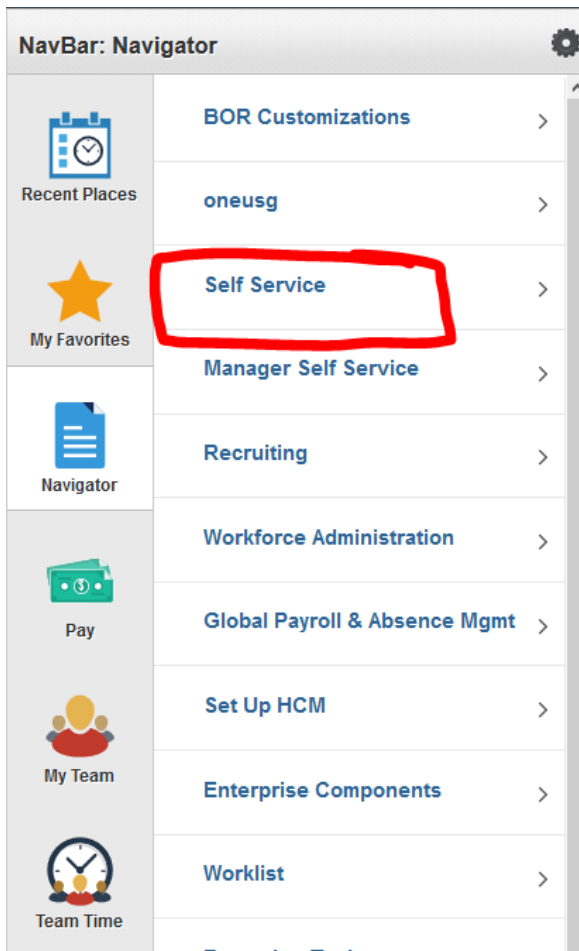
The employee *accepting* delegation, will go to the Diamond in the top right hand side of the page on OneUSG Connect, click Navigator > Self Service > Manage Delegation

Employee Self Service

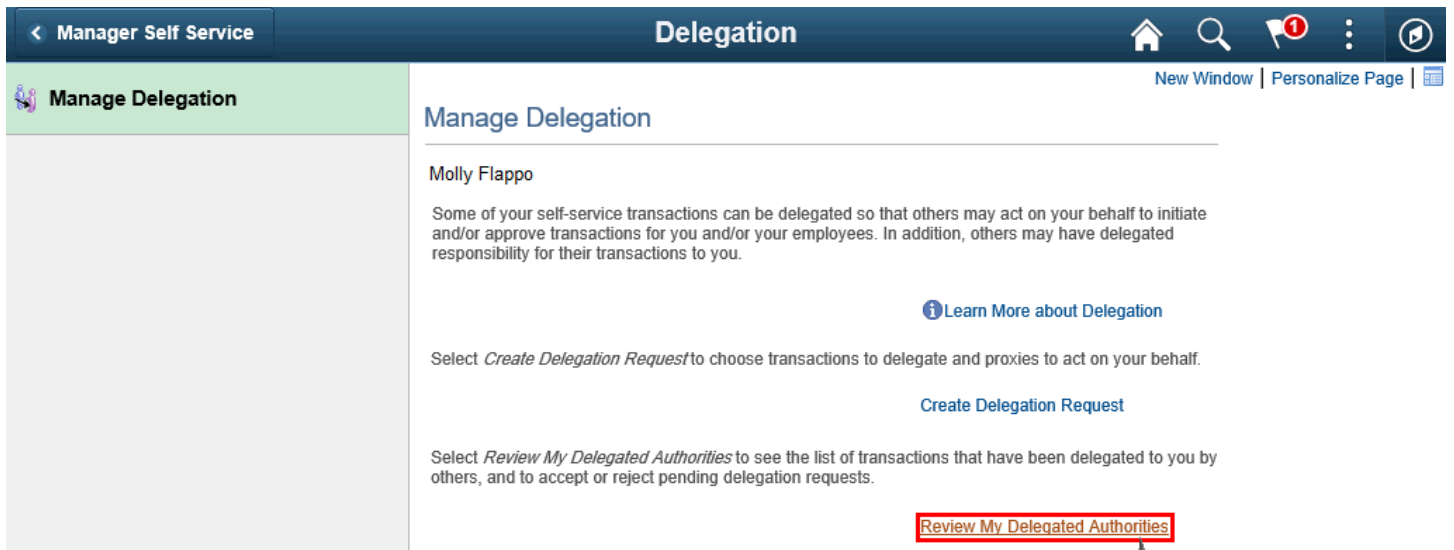
Personal Details	UGA 529 Deduction SS	Degrees & Certificates	Time and Absence
Monthly Schedule	Pay Last Pay Date 03/29/2019	Paycheck Modeler	Direct Deposit
Taxes	Company Directory	Compensation History	Help

NavBar

- Recent Places
- My Favorites
- Navigator**
- Pay
- My Team



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:

Manager Self Service | Delegation | Home | Search | 1 | Menu | New Window | Personalize Page |

Manage Delegation

My Delegated Authorities

Molly Flappo
IT (Information Technology) Pr

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 | Refresh

Choose Delegate

Transaction	Name	Job Title	From Date	To Date	Request Status	Delegati Status
<input checked="" type="checkbox"/> Multiple Transactions	Rory Payne	Dir SubDiv/Unit AD	09/26/2018	10/26/2018	Submitted	Inactive
<input type="checkbox"/> Initiate Demotion	Rory Payne	Dir SubDiv/Unit AD	09/06/2018	09/06/2018	Submitted	Inactive

Select All | Deselect All | **Accept** | Reject

Delegation is now complete. The delegation **automatically end** on end date that was entered when created the delegation request.