Quick Reference Guide for Employees to Accept Delegation Requests

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The HR Links system allows supervisors in their absence to designate another employee (proxy) to initiate a transaction or approve a transaction for employee absence requests, reporting time and performance plans.

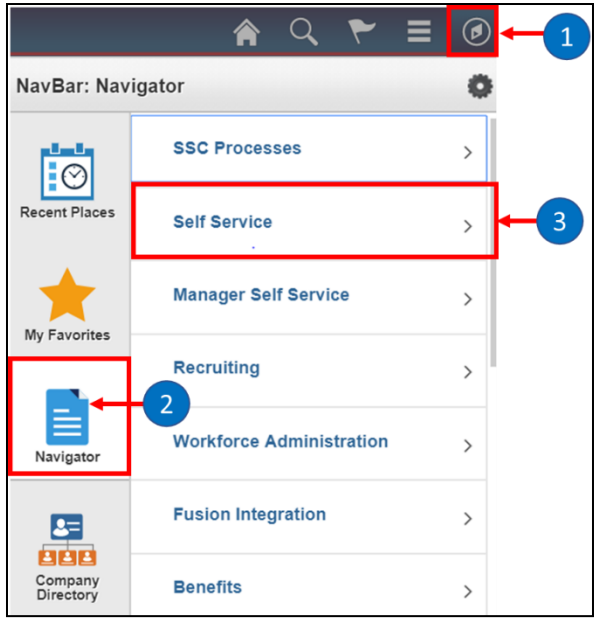
- The manager can delegate to anyone.
- The manager can delegate a transaction to a single proxy.
- The manager must specify a From and To Date for the delegation period.
- A potential proxy may reject the delegation request.
- Transactions delegated to you cannot be re-delegated to someone else.
- As a proxy, an employee can Act on behalf of the manager to approve pending transactions.
- The manager and proxy receive notifications of transactions that need approval or disapproval.

To accept or decline a delegation request:

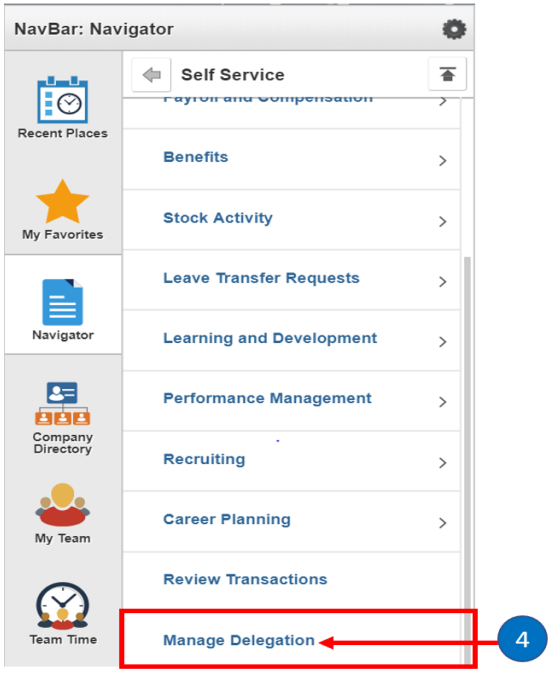
Step 1: Select the **NavBar** icon

Step 2: Select **Navigator**

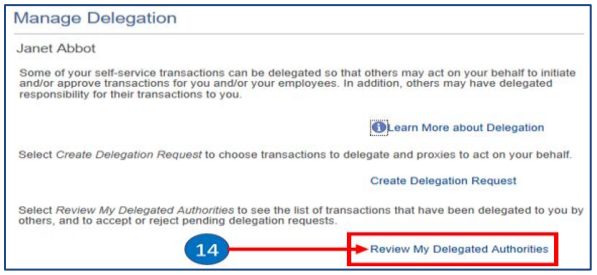
Step 3: Select **Self Service**



Step 4: Select **Manage Delegation**



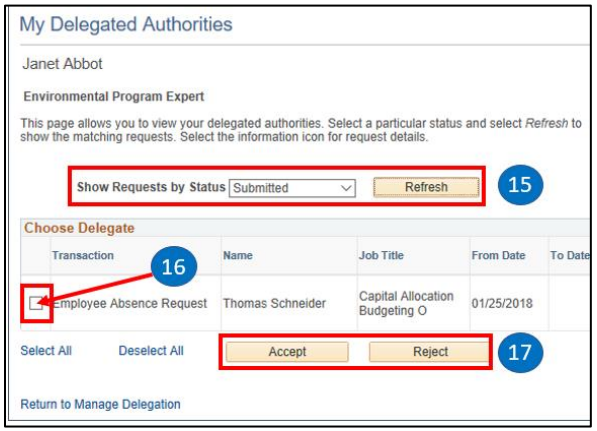
Step 14: Click **Review My Delegated Authorities** to see the list of pending delegation requests that you need to accept or reject.



Step 15: Use the drop-down menu to show requests by status

Step 16: Select the actions to accept delegation or reject delegation.

Step 17: Click either the **Accept or Reject** button, whichever is applicable.



Step 18: Click **OK**