



Quick Reference Guide for Supervisors and Managers to Create a Delegation Request

The HR Links system allows supervisors and managers to delegate some of their “Manager” transactions to another person (proxy).

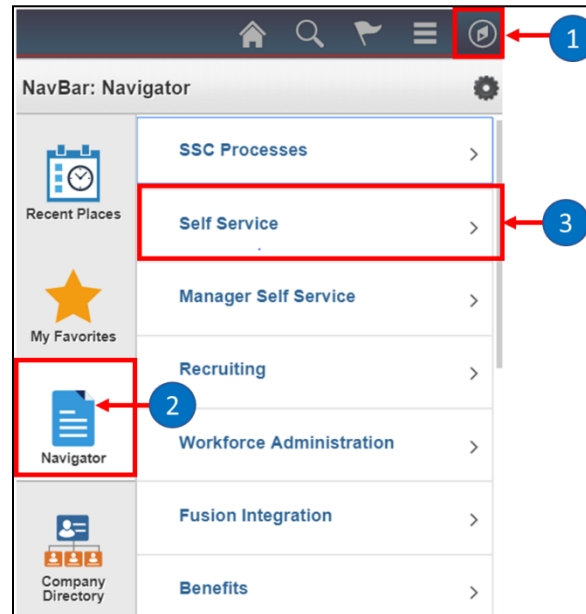
- You can delegate the authority to initiate a transaction or approve a transaction.
- You can delegate to anyone, even if they are not a supervisor or do not report to you.
- Your proxy can act on your behalf to approve pending transactions.
- You and your proxy receive notifications of any pending transactions.
- You can delegate a transaction to a single proxy.
- Specify a From and To Date for the delegation period.
- The potential proxy may reject the delegation request.

To create a delegation request:

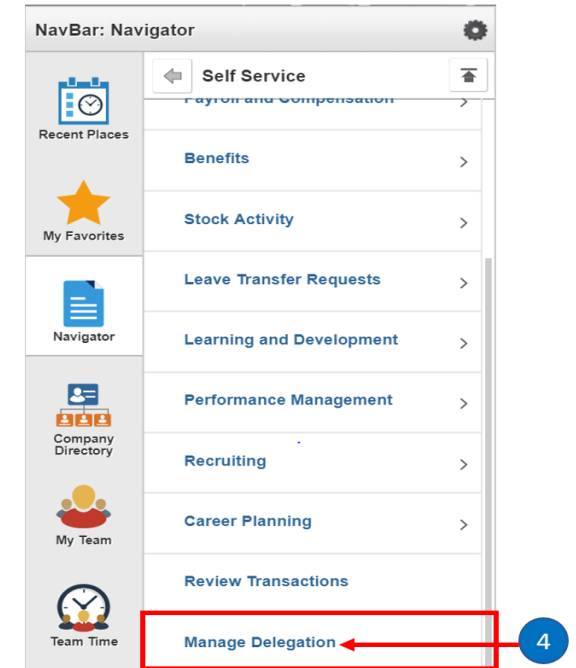
Step 1: Log into HRLinks and the page defaults to Manager Self Service. Select the **NavBar** icon

Step 2: Select **Navigator**

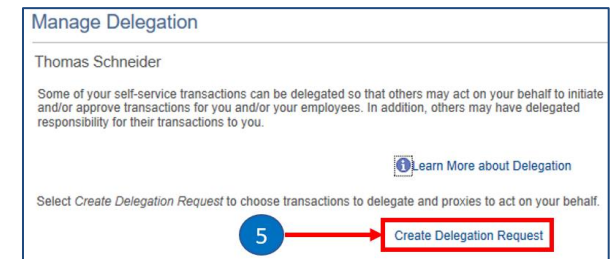
Step 3: Select **Self Service**



Step 4: Select **Manage Delegation**



Step 5: Click **Create Delegation Request**



Step 6: The *Create Delegation Request* screen displays. Enter the dates for the delegation request.

Note: The **From Date** automatically defaults to the current date.

Step 7: Click **Next** to continue

Create Delegation Request

Enter Dates

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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 01/25/2018

To Date

6 → From Date

7 → Next

Step 8: Select the transactions to delegate

Step 9: Click **Next**

Create Delegation Request

Select Transactions

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

Delegate Transactions ?

Transaction

- Employee Absence Request
- Manage Approve Reported Time
- Manage Reported Time
- Manager Abs Cancellation Fluid
- Manager Absence Balance Fluid
- Manager Absence History Fluid
- Manager Absence Request Fluid
- Update Development Documents
- Update Performance Documents

Select All Deselect All

8 → [List of Transactions]

9 → Next

Step 10: Select the radio button next to the person who will perform the delegated functions.

Step 11: Click **Next**

Create Delegation Request

Select Proxy by Hierarchy

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

Search by Name

Choose Delegate ?

Name	Empl ID	Organizational Relationship	Job Title
<input type="radio"/> Janet Abbot	00046046	Employee	Environmental Pro
<input type="radio"/> Jesse Fenner	00046080	Employee	Program Manager
<input type="radio"/> Veronica Mills	00046057	Employee	Safety and Occupa

10 → Janet Abbot

11 → Next

Step 12: The *Delegation Detail* displays. Verify the information is correct, click **Submit**

Create Delegation Request

Delegation Detail

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Proxy Janet Abbot

From Date 01/25/2018

To Date

Transactions

Employee Absence Request

12 → Submit

Step 13: A message appears stating that request was submitted. Click **OK**

Create Delegation Request

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

13 → OK