Accept a Delegation (Proxy)

A delegation is a HR Links feature that allows a supervisor to delegate supervisory tasks to another employee (the “proxy”).

While the delegation is active, both the delegator (supervisor of record) and the proxy:
- Can approve/deny any transaction that has been delegated.
- Will receive email notifications when transactions are submitted that need to be approved (e.g., leave requests, timesheets).

Delegations are effective immediately after the proxy accepts the delegation request, unless the supervisor sets the delegation to be effective on a future date. For more information on delegations review this fact sheet.

Accept a Delegation

1. From the Employee Self Service or your Manager Self Service homepage click the Actions/Alert icon. Select the action to approve the pending approval of the delegation.
2. Review the delegation summary, add comments as needed and select Approve.
Transactions That Can Be Delegated:

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>What the Proxy can Do in HR Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Management</td>
<td>Manage and approve absence requests submitted by the Supervisor’s employees. This proxy will receive absence/additional time requests in the Approvals tile.</td>
</tr>
<tr>
<td>Update Performance Documents</td>
<td>Manage the performance documents of the Supervisor’s employees (update performance plans, complete/submit a mid-year or annual appraisal, etc.).</td>
</tr>
<tr>
<td>Manager Absence History Fluid</td>
<td>View the absence history of the Supervisor’s employees within the Manage Time Tile.</td>
</tr>
<tr>
<td>Manager Absence Request Fluid</td>
<td>Request absences for the Supervisor’s employees within the Manage Time Tile.</td>
</tr>
<tr>
<td>Manage Approve Reported Time</td>
<td>Approve the timesheets of the Supervisor’s employees.</td>
</tr>
<tr>
<td>Manage Reported Time</td>
<td>Approve and edit the timesheets of the Supervisor’s employees.</td>
</tr>
</tbody>
</table>

3. A pop-up message will appear. Enter any comments and select **Submit**. You have successfully accepted a delegation.

Note: If you are not currently a Supervisor in HR links, after approving the delegation you will now have the Manager Self Service homepage.
View Delegation

1. From the Manager Self Service page, Select the Manage Delegation tile.

2. On the Manage Delegation page, Select **Review My Delegated Authorities**.

3. On the My Delegated Authorities page, Select **Accepted** on the Show Requests by Status drop down menu. Page will now display your accepted delegations. Select **Multiple Transactions** link to display delegated transactions. Select Return.
Manage Delegation (Time and Leave)

1. Go back to your Manager Self Service Page. Select the Manage Timesheets tile.
2. On your Manager Time Page, select **Choose Delegate**.

3. On the Choose Delegate page, select the employee you are a proxy for.
4. On your Manager Time page you can now view the employees that you’ve been delegated to manage. Select the employee whose timesheet or leave requests you would like to view and approve.
1. From your Manager Self Service Page. Select the Team Performance tile.

2. Select Delegated Documents from the menu bar. Select the employee whose performance document you would like to view, update or approve.

Check out our complete library of job aids, videos, and training courses! You can search based on your role (employee, supervisor, timekeeper) or by topic (time and leave, telework, benefits, performance).
If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** your Timekeeper or Time Administrator
- **Benefits:** the Benefits and Retirement Center
- **Performance Management:** the HR performance team
- **Need a new labor code in HR Links:** Contact your regional Labor Admin
- **All other HR Questions contact your servicing HR Office:**
  - PBS HR Service Center
  - FAS HR Service Center
  - Staff Office HR Service Center
  - Executive Resources HR Service Center