



Accept a Delegation (Proxy)

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

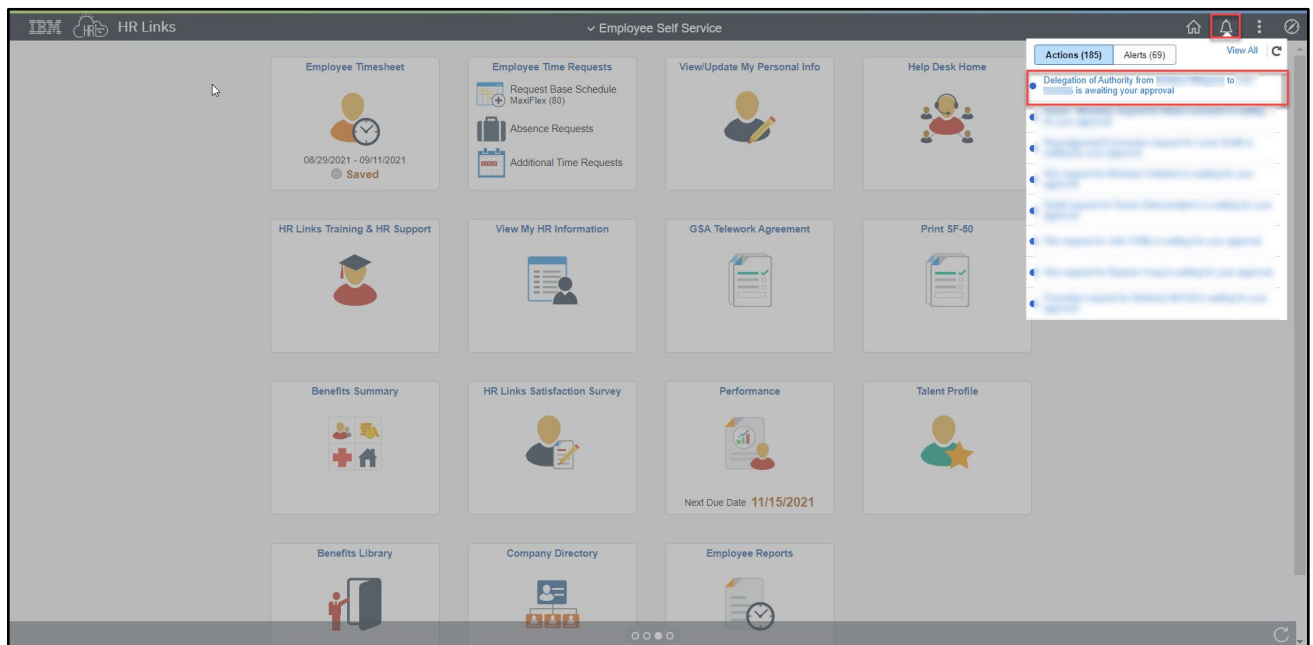
While the delegation is active, both the delegator (supervisor of record) and the proxy:

- 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**.

Employee Self Service | Delegation of Authority

[Approve](#) [Deny](#)

Summary

Delegation From
[Redacted]
Human Resources Innovation and

Delegation To
[Redacted]
Management and Program Analyst
From 09/16/21
To 09/17/21
Requestor [Redacted]

Delegated Authority

Transaction
Absence Management
Manage Approve Reported Time
Manage Reported Time
Manager Absence History Fluid
Manager Absence Request Fluid
Update Performance Documents

Approver Comments

[Redacted]

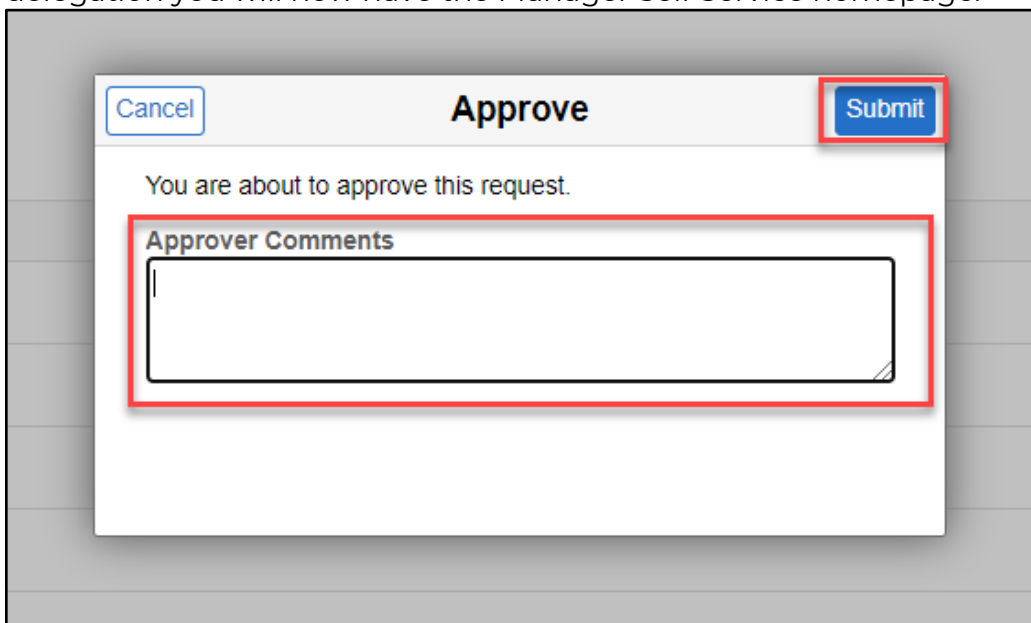
Approval Chain

Transactions That Can Be Delegated:

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

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.



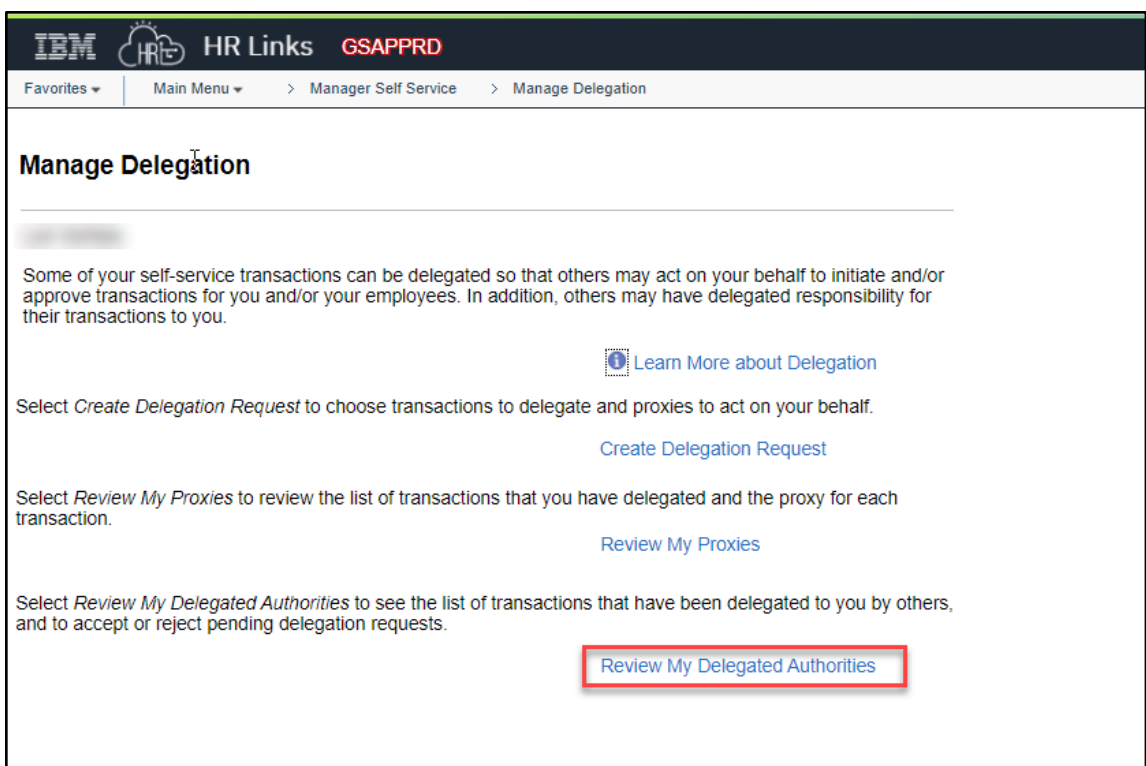
The screenshot shows a modal dialog box titled "Approve". At the top left is a "Cancel" button and at the top right is a "Submit" button. The main content of the dialog reads "You are about to approve this request." Below this text is a text input field with the label "Approver Comments". The "Submit" button and the "Approver Comments" text field are highlighted with red rectangular boxes.

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**.



IBM HR Links GSAPPRD
Favorites Main Menu Manager Self Service Manage Delegation

My Delegated Authorities

Human Resources Specialist
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: Accepted Refresh

Choose Delegate

Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/> Multiple Transactions		Human Resources Innovation and	09/03/2021	09/07/2021	Accepted	Active	i

Select All Deselect All
Return to Manage Delegation

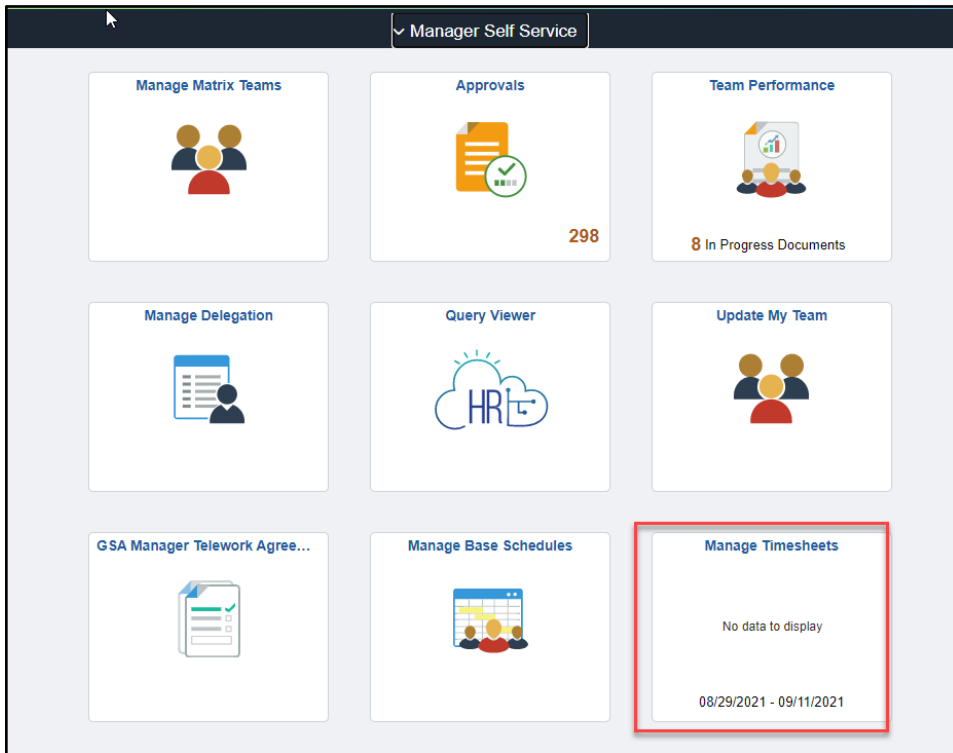
Multiple Transactions

Transaction	Name	From Date	To Date	Request Status	Delegation Status
Manage Reported Time	Kristina Ellingson	09/16/2021	09/17/2021	Accepted	Active
Manage Approve Reported Time	Kristina Ellingson	09/16/2021	09/17/2021	Accepted	Active
Manager Absence Request Fluid	Kristina Ellingson	09/16/2021	09/17/2021	Accepted	Active
Manager Absence History Fluid	Kristina Ellingson	09/16/2021	09/17/2021	Accepted	Active
Update Performance Documents	Kristina Ellingson	09/16/2021	09/17/2021	Accepted	Active
Absence Management	Kristina Ellingson	09/16/2021	09/17/2021	Accepted	Active

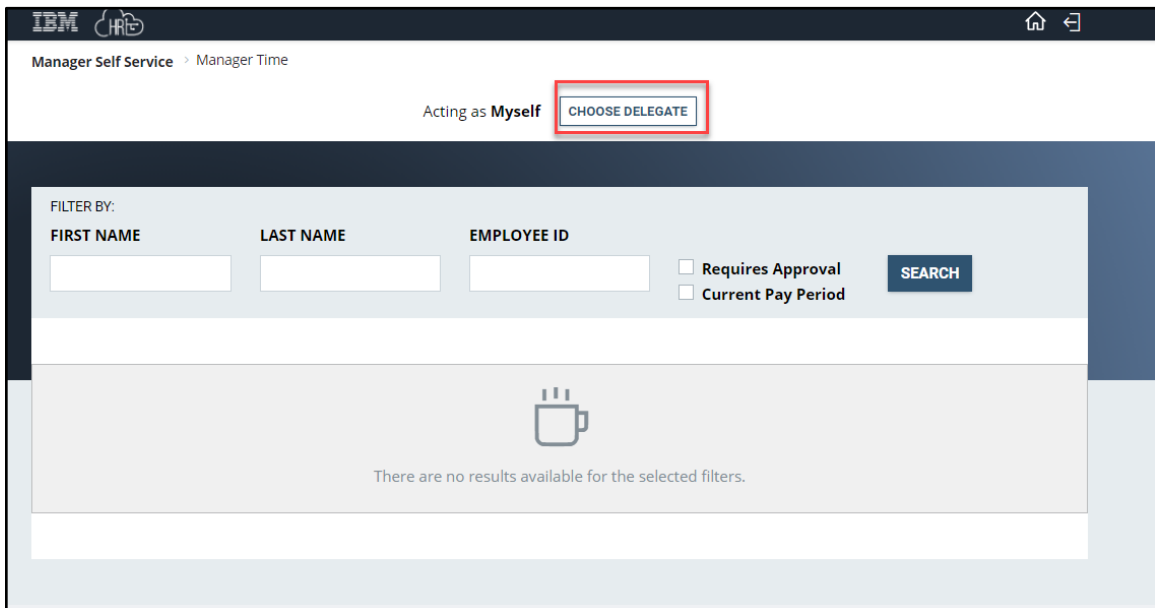
Return

Manage Delegation (Time and Leave)

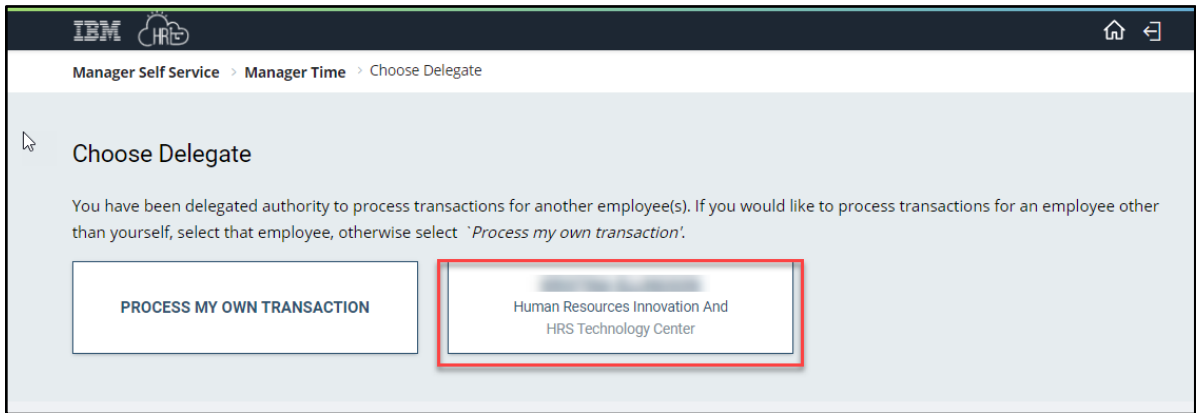
1. Go back to your *Manager Self Service Page*. Select the **Manage Timesheets** tile.



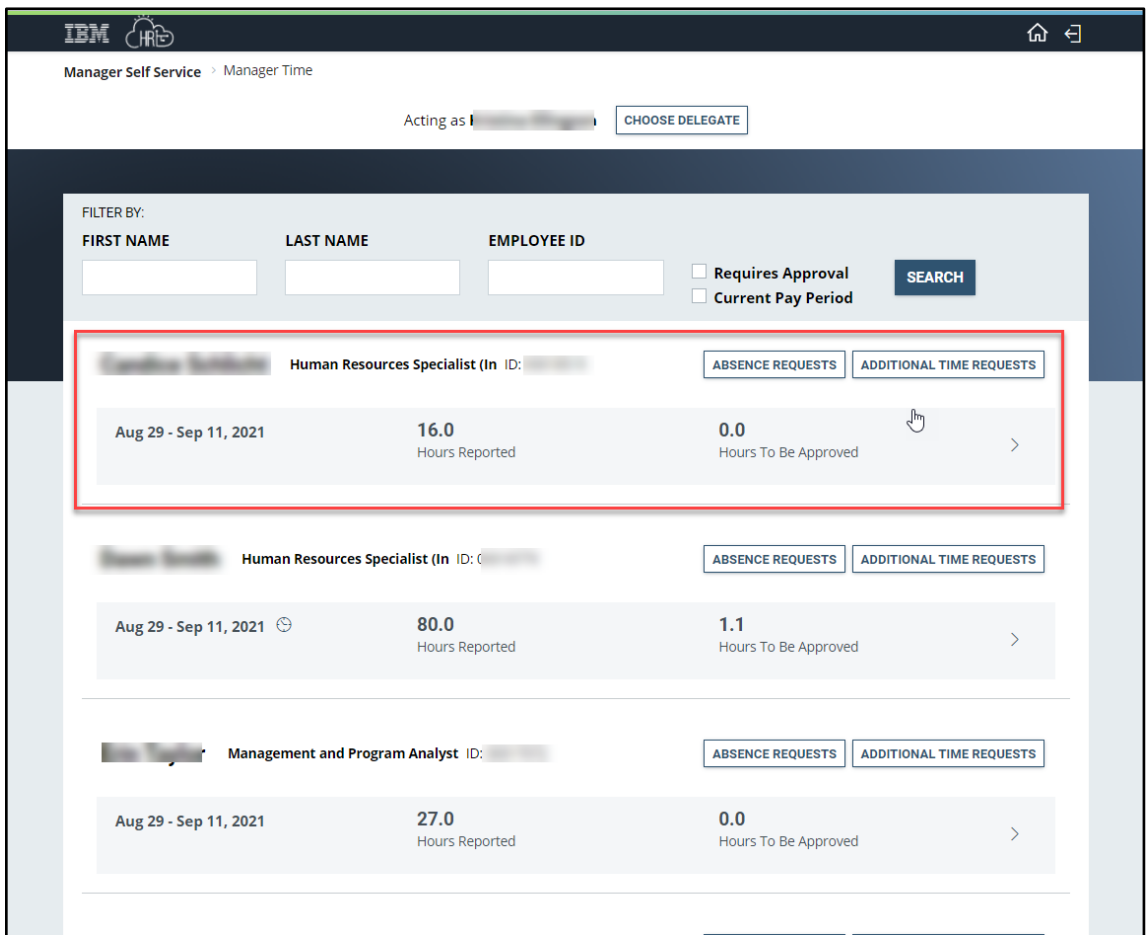
2. On your Manager Time Page, select **Choose Delegate**.



3. On the Choose Delegate page, select the employee you are a proxy for.



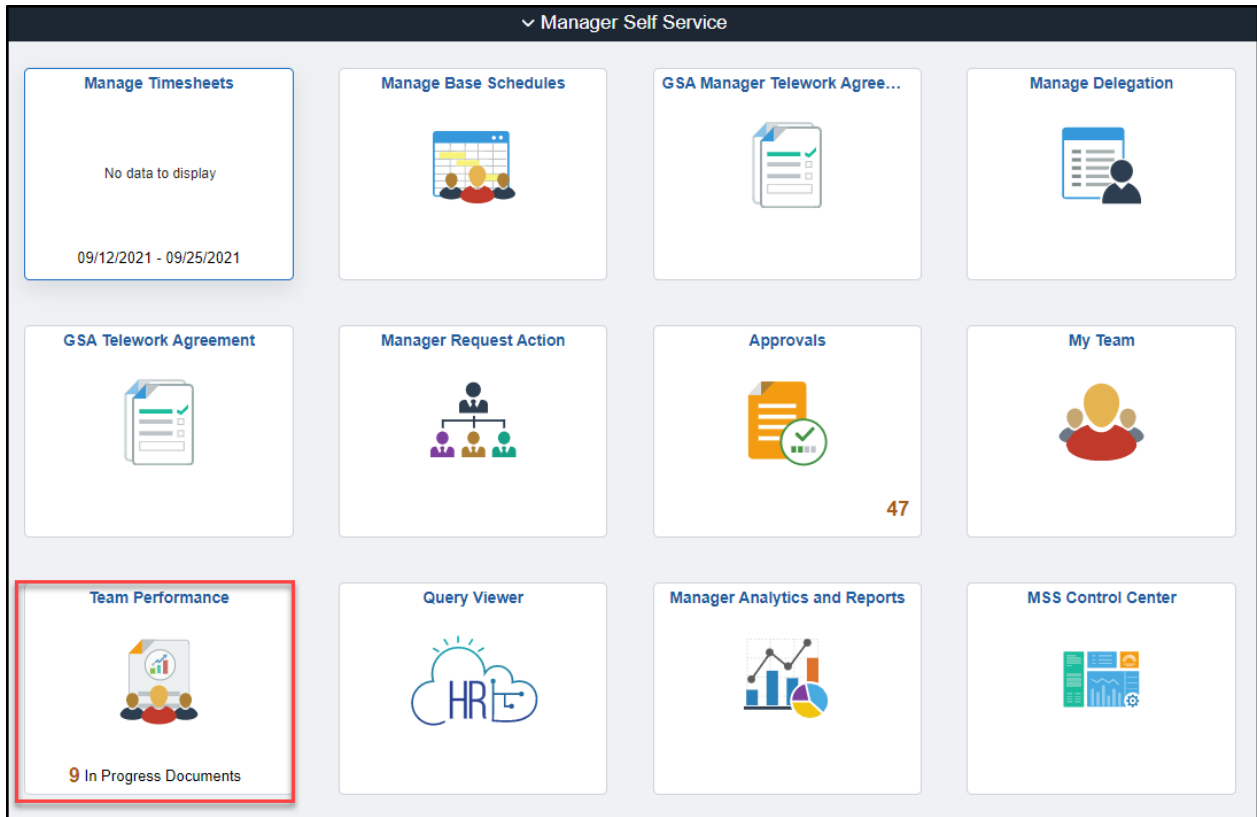
4. On your Manager Time page you can now view the employees that you've been delegated to manage. Select the employee whose timesheet or leave requests you would like to view and approve.



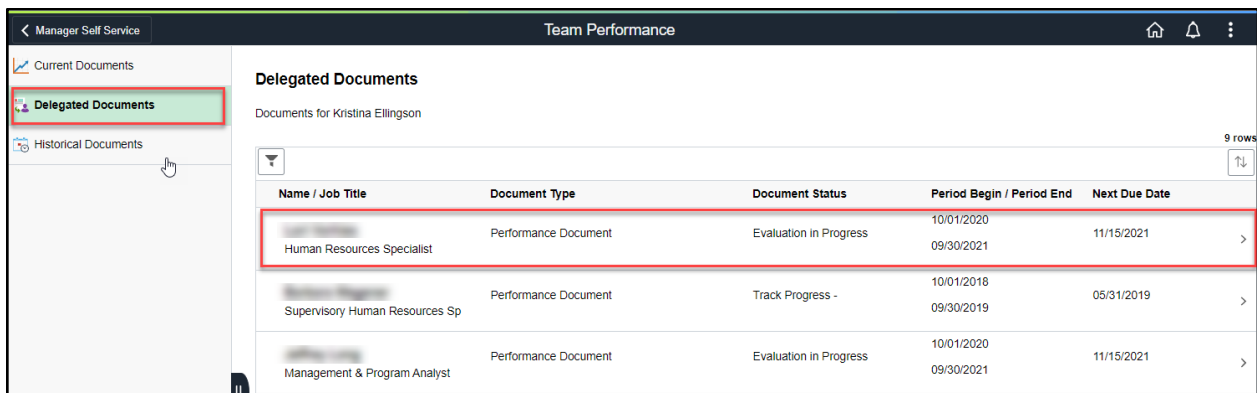
Manage Delegation (Performance)



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.



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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](#)