Set a Delegation (Supervisor)

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.

Add Manage Delegation Tile

If you don't have the “Manage Delegation” tile, you can add it before creating your delegation.

1. From the Manager Self Service homepage click the Actions list icon and select Personalize Homepage.

2. Select Add Tile. Search for Manage Delegation in the search bar. Select the Manage Delegation tile from the list. Select the Save button.
Set a Delegation

1. On the Manager Self Service Page, Select the **Manage Delegation** tile.

2. Click on **Create Delegation Request**.
3. On the Create Delegation Request page, enter the **From Date** (a date today or later) and **To Date** (same as or later than your From Date). Select **Next**.
4. Select the Transactions you want to set delegation for. If you want to select all available transactions select **Select All**. Select **Next**.

**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</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>Documents</td>
<td></td>
</tr>
<tr>
<td>Manager Absence History</td>
<td>View the absence history of the Supervisor’s employees within the Manage Time Tile.</td>
</tr>
<tr>
<td>Fluid</td>
<td></td>
</tr>
</tbody>
</table>
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.

5. Next Select your Proxy whom you want to set delegation to. HR Links will display suggested proxies based on your hierarchy of subordinates, your supervisor and your direct reports. If you want to search for someone outside those suggestions, Select Search by Name. Choose Proxy and Select Next.
6. Review the Delegation Detail page and if everything is correct select **Submit**.

```
Create Delegation Request

Delegation Detail

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Proxy

From Date 11/17/2021
To Date 11/19/2021

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

Submit  Previous  Cancel
```

7. A message will appear stating you have successfully submitted a delegation. Select **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.

OK
```

Note: In order for the delegation to be effective the proxy has to approve it in HR Links. [Here](#) is information on how to Accept a Delegation.
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