



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:

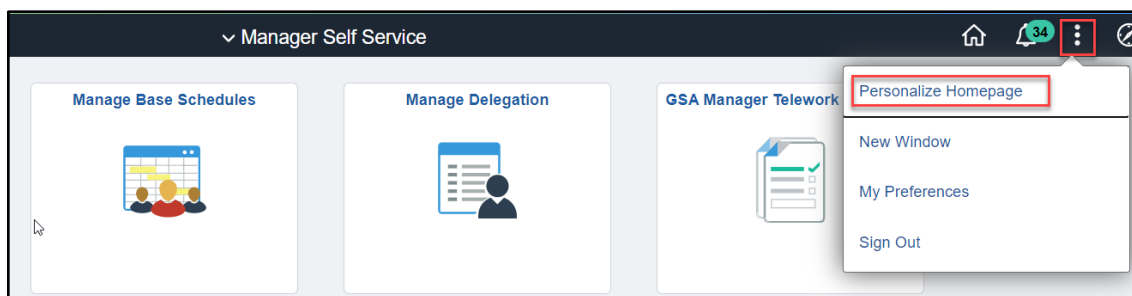
- Can approve/deny any transaction that has been delegated.
- Will receive email notifications when transactions are submitted that need to be approved (e.g., leave requests, timesheets).

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](#).

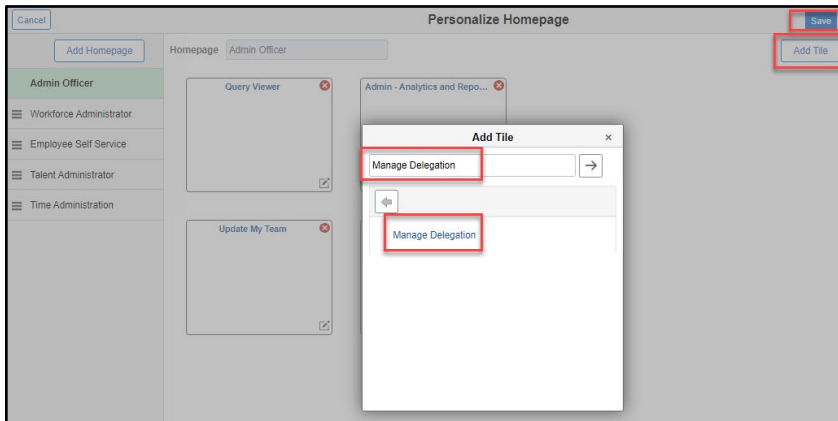
Add Manage Delegation Tile

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.

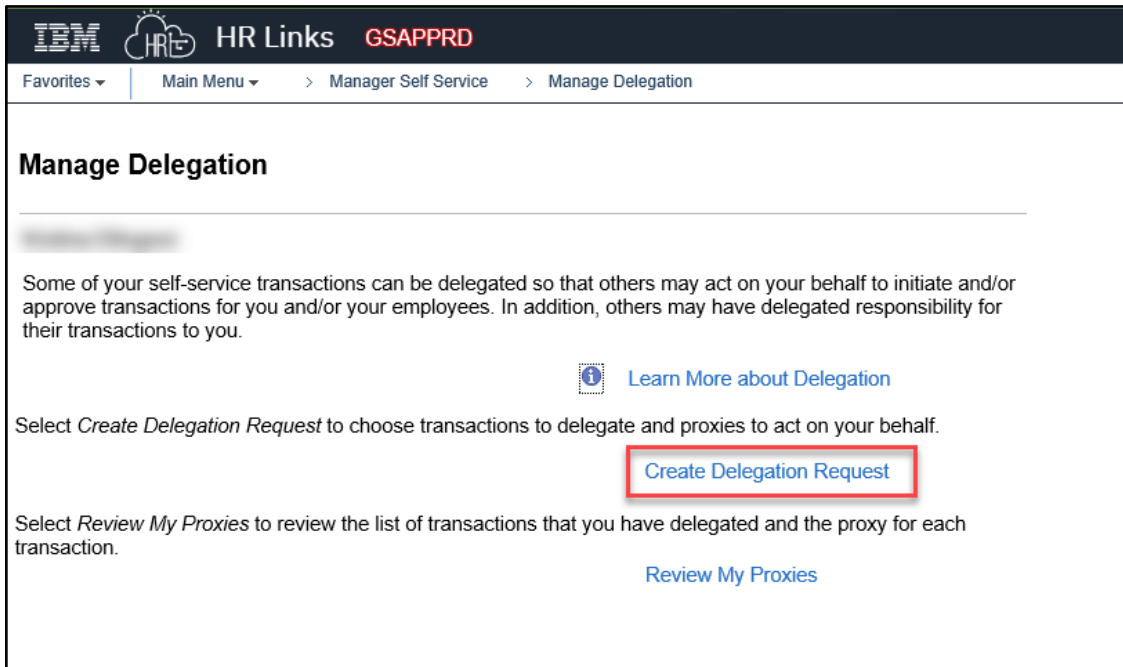


Set a Delegation

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



2. Click on **Create Delegation Request**.



Manage Delegation

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[Learn More about Delegation](#)

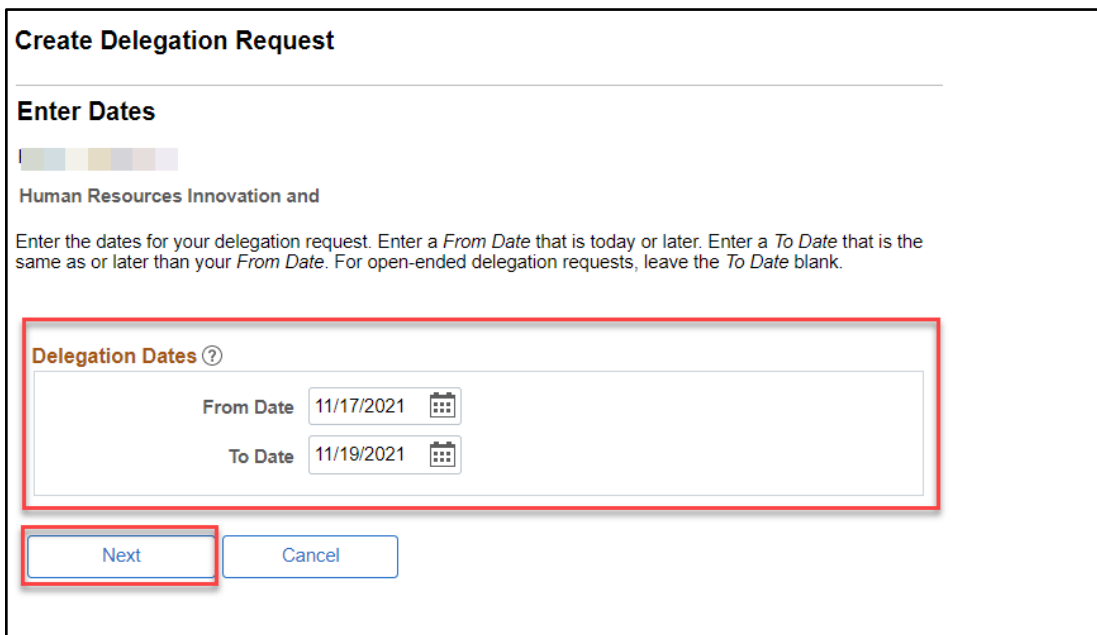
Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)

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**.



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 11/17/2021

To Date 11/19/2021

[Next](#) [Cancel](#)



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.

- 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.**

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 radio button next to the name to select that person as a proxy. You can also select the [Search by Name](#) hyperlink to search for proxies outside your hierarchy.

[Search by Name](#)

Choose Delegate ?

	Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Supervisory Human Resources Sp	Office of the Deputy Director	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Strategic Business and Organiz	Office of the Deputy Director	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Human Resources Specialist (In	HRS Technology Center	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Senior Program Manager	Office of the Deputy Director	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Human Resources Specialist (In	HRS Technology Center	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Management and Program Analyst	HRS Technology Center	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Supervisory Human Resources Sp	Benefits and Retirement Center	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Management & Program Analyst	HRS Technology Center	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Supervisory Human Resources Sp	Processing & Personnel Rcrds M	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Human Resources Specialist	HRS Technology Center	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Program Analyst	Office of the Deputy Director	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Information Technology Special	HRS Technology Center	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Supervisory HR Specialist (Rec	National Recruitment Center	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Program Management Specialist	Office of the Deputy Director	[Redacted]
<input type="radio"/>	[Redacted]	[Redacted]	Employee	Human Resources Specialist (In	HRS Technology Center	[Redacted]

Previous **Next** Cancel

- 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	

- 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.

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](#)