



End User – How to Review and Process a Delegation Request

What is Delegation

Delegation is when a person authorizes another to serve as a his or her representative for a particular task of responsibility. With the Delegation feature, an employee can authorize another employee at the same level or higher to perform managerial tasks on their behalf by delegating authority to initiate or approve managerial transactions.

Delegation of authority to perform managerial transactions is usually prompted by one of these scenarios:

- A manager takes leave and wants to delegate authority of managerial transactions to another person while away from the office.
- A senior executive does not have the time to process transactions and wants to delegate this authority to another person, such as an assistant.

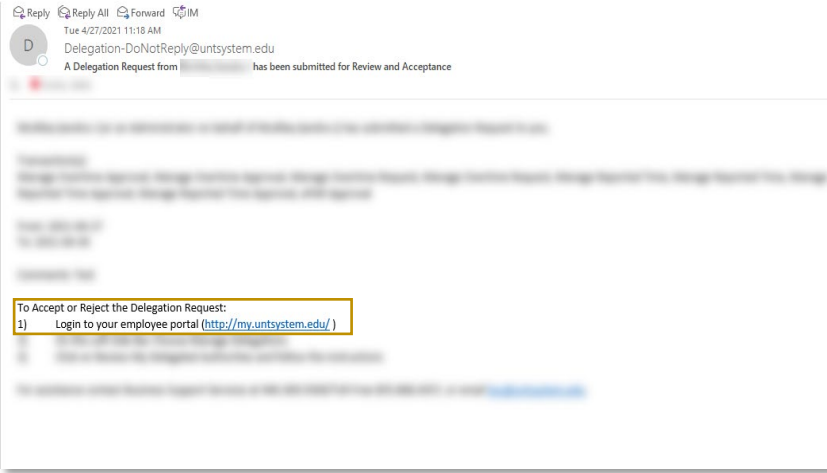

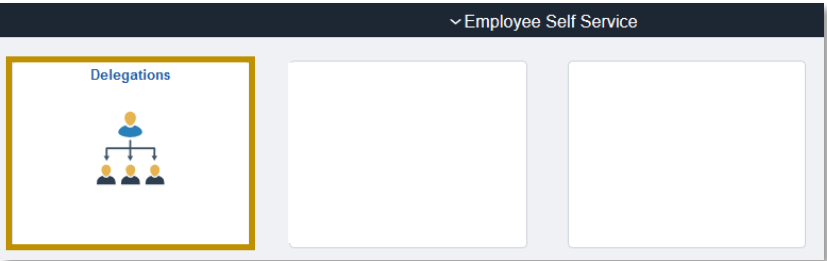
Definitions

- **Approver:** Supervisor, Department Manager
- **Delegate/Proxy:** a person temporarily assigned to act on behalf of the approver




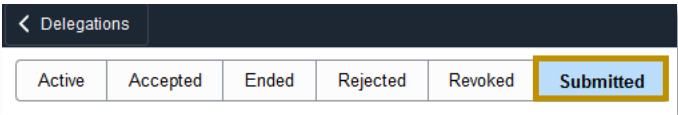
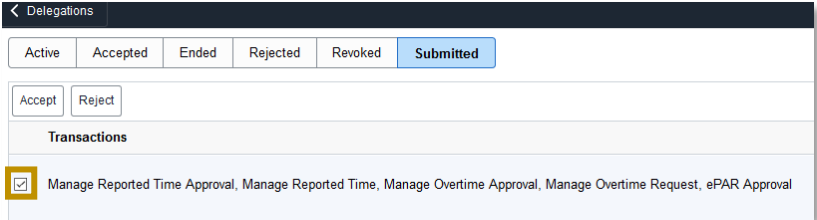
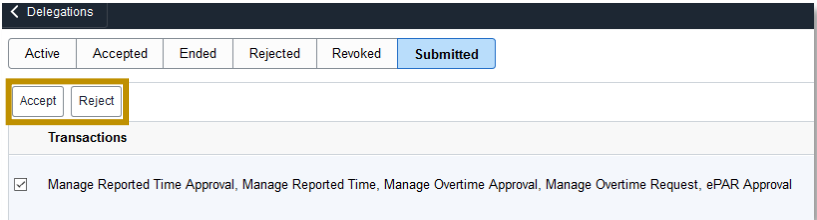
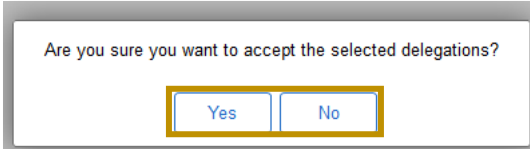
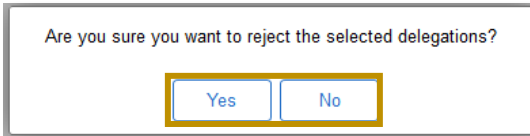
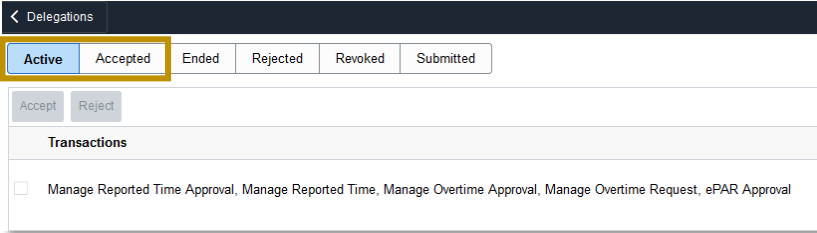
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How to Review and Process a Delegation Request:

<p>Step 1</p>	<p>You will receive an email with a link to log into the HR portal review and accept the delegation request.</p> <p>Select the link to review the delegation.</p> <p>REMINDER: Only accept the delegation if you will be in the office during the time of the delegation. If you will be out of the office, you will need to notify the delegator so they can set up an alternative delegation.</p>	
<p>Step 2</p>	<p>Log into your employee portal (MyUNTSystem.edu)</p>	
<p>Step 3</p>	<p>Under Employee Self Service, Select Delegations tile.</p>	



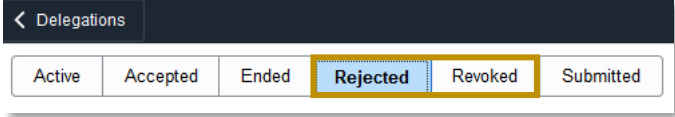
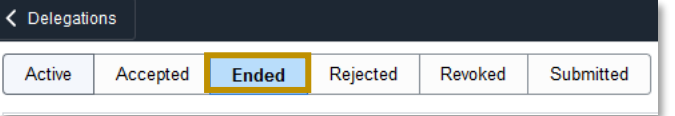
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Step 4	Select My Delegated Authorities Tile	
Step 2	Select Submitted tab to review the submitted Delegation.	
Step 3	Check the box to Accept or Reject the delegation.	
Step 4	<p>Select Accept or Reject. You will receive a pop-up message.</p> <ul style="list-style-type: none"> • Be sure you are in the office during the time that the delegation is active. You cannot delegate a delegation. • If you are not in the office at the time of the delegation, reject the delegation and let the delegator know that you cannot proxy for them while they are out of the office. 	  
Step 5	Select the Active or Accepted Tab to review the active/accepted Delegation.	



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Additional Resources:

A	Select the Rejected or Revoked Tab to review the rejected or revoked Delegations. <ul style="list-style-type: none">Only the Delegator can revoke an active delegation. If you need to cancel the accepted delegation, contact the Delegator directly.	 <p>The screenshot shows a dark header with a back arrow and the text 'Delegations'. Below the header is a row of six tabs: 'Active', 'Accepted', 'Ended', 'Rejected', 'Revoked', and 'Submitted'. The 'Rejected' and 'Revoked' tabs are highlighted with a yellow border.</p>
B	Select the Ended Tab to review previously accepted delegations that have ended.	 <p>The screenshot shows a dark header with a back arrow and the text 'Delegations'. Below the header is a row of six tabs: 'Active', 'Accepted', 'Ended', 'Rejected', 'Revoked', and 'Submitted'. The 'Ended' tab is highlighted with a yellow border.</p>

If you have any questions or issues, please contact timeandlabor@untsystem.edu.