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.
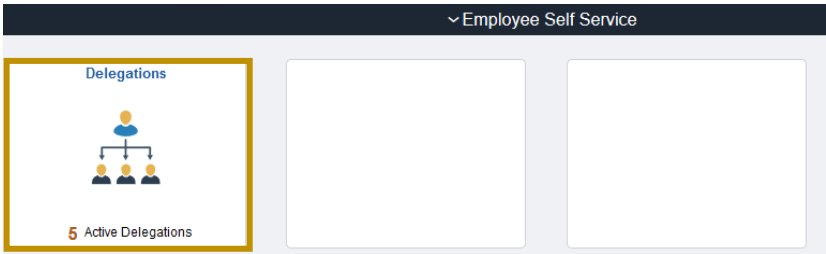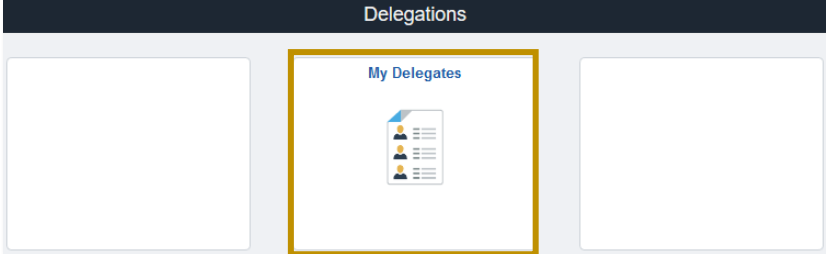
Definitions

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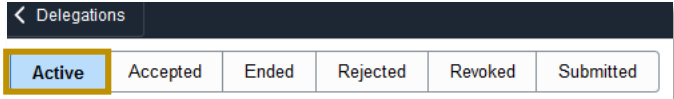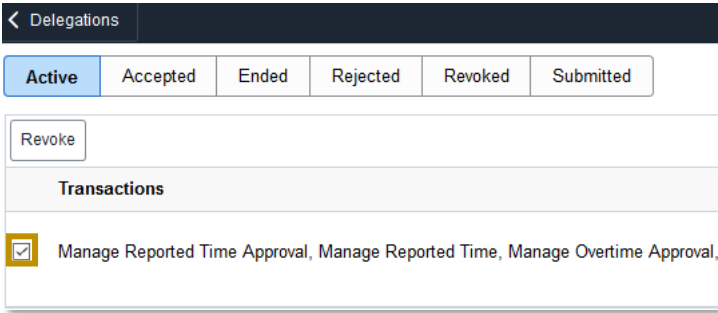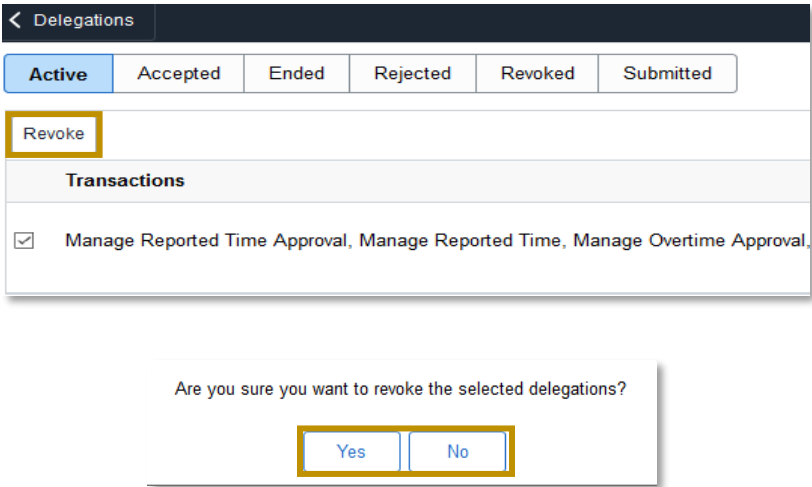- **Delegate/Proxy:** a person temporarily assigned to act on behalf of the approver

How to Revoke a Delegation Request:

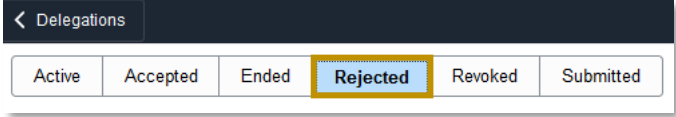| Step 1	Log into your employee portal (MyUNTSystem.edu)	
Step 2	Under Employee Self Service, Select Delegations tile. • **The tile will show you the amount of delegated task you currently have active.** • **This can range from 1 – 5 depending on the Delegations you have created.**	
Step 3	Select My Delegates Tile	

Step 4	Select My Delegates Tile	
Step 2	Select Active tab to review the active Delegation(s).	
Step 3	Check the box to revoke the delegation.	
Step 4	Select Revoke. You will receive a pop-up message.	
Step 5	Select the Revoked Tab to review the revoked Delegation.	

Additional Resources:

A	Select the Rejected Tab to review rejected Delegations.	‹ Delegations Active Accepted Ended **Rejected** Revoked Submitted
B	Select the Ended Tab to review previously created delegations that have ended.	‹ Delegations Active Accepted **Ended** Rejected Revoked Submitted

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