



End User – How to Create a Delegation

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.


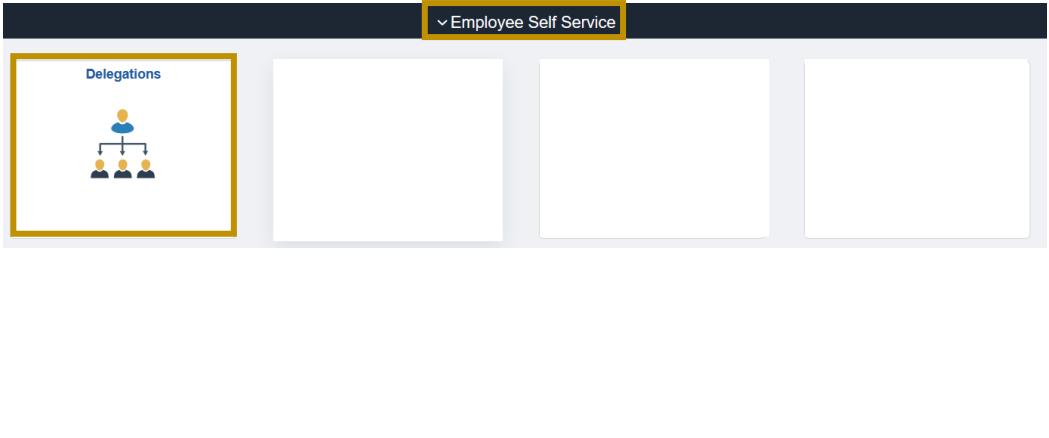
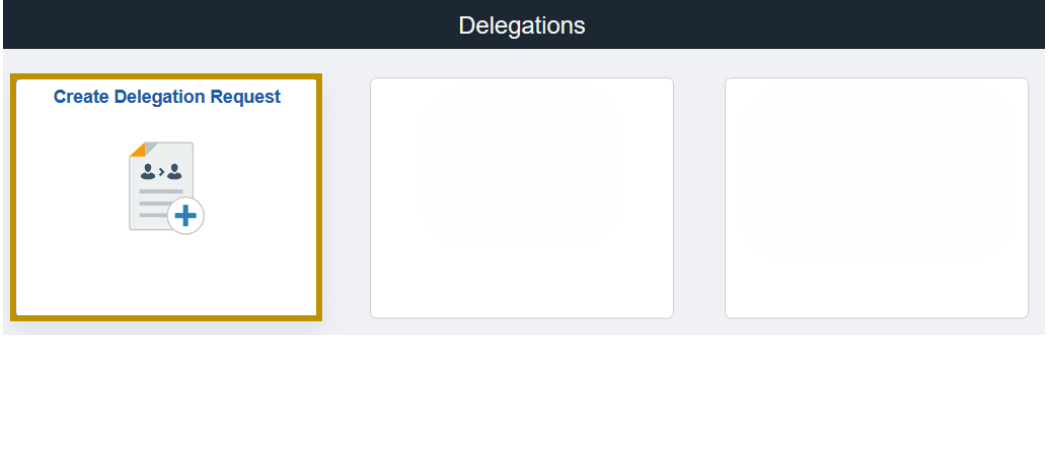
Definitions

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



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Navigating to the Delegation Portal:

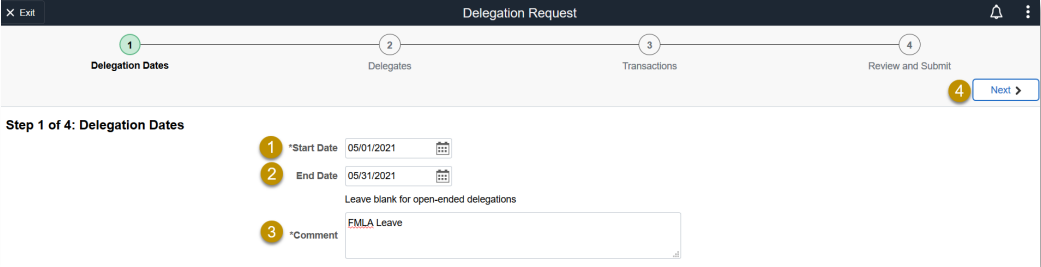
Step 1	Log into your employee portal (MyUNTSysstem.edu)	
Step 2	Under Employee Self Service option, select “Delegations” Tile.	
Step 3	Select “Create Delegation Request”	



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Creating the Delegation:

Part 1

Step 1	Enter the start date of the delegation	
Step 2	Enter the end date of the delegation <i>If there is no end date, leave end date blank.</i>	
Step 3	Enter a comment explaining the need for the delegation.	
Step 4	Select Next	



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Part 2:

<p>Step 1</p> <p>Select a colleague you want to assign the delegation to by checking the box next to their name and select next. <i>If you do not see the colleague you need to assign delegation, see additional instructions below.</i></p>		
<p>Step 1.A</p> <p>If you do not see the colleague you need to delegate to, you will need to select the “add delegate” tab. You must know their EUID to search for their name.</p>		
<p>Step 1.B</p> <p>Enter EUID and select magnify glass. Once they appear, select Done.</p>		
<p>Step 1.C</p> <p>“Check” the box next to your new added delegate. You will not see their email address or phone number like the pre-populated delegates.</p>		



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Part 3

<p>Step 1</p>	<p>Select all the options you want to delegate and select Next. <u>ELEAVE is not an option for delegation.</u></p> <ul style="list-style-type: none"> Your delegee must contact Time and Labor to have any submitted eLeave request re-routed to your delegee. 	
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Part 4

<p>Step 1</p>	<p>Review and Submit Delegation for your delegee accept.</p>	
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You have now successfully set up a Delegation!

Your Proxy will receive an email to accept the delegation request. Be sure to follow up with them to ensure the request was received and accepted.

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