How Do I Delegate Approval or Initiation Authority?

Navigation

As a manager, you can delegate your approval and transaction initiation authority to another employee (proxy) for a specific date range. As the delegating authority, you determine which actions you wish to delegate, including Personnel Actions and Time and Absence transactions. This is helpful to ensure transactions are worked in a timely manner when you are unavailable.

To Delegate Authority to Another Person:

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Delegation** tile.
3. Click the **Create Delegation Request** link.
4. Enter your dates that you want to delegate authority.
    a. **From Date**: Enter or select a date that is either the current date or later.
    b. **End Date**: Enter or select a date that is either the same as the From Date or later.
5. Click **Next**.
6. In the **Delegate Transactions** box, select the authorities you wish to delegate with a checkmark.
    a. To delegate all authorities, click **Select All**.
    b. For Time and Labor transactions only, select the below transactions:
        i. Manage Approve Reported Time
        ii. Manager Absence Approve
        iii. Manager Absence Cancel Approve
7. Click **Next**.

UNIVERSITY SYSTEM OF GEORGIA

8. Select the person you wish to delegate authority to. This list will include all persons in your hierarchy that you can select as a proxy.

9. Click **Next**.

10. Review the details for your delegation. To make changes, click **Previous** and make any necessary changes. Click **Submit** to submit the delegation request.

11. Click **OK**.

12. The delegation request has been sent to your requested proxy. That person must accept or deny the delegation request before they can begin working transactions.

To Review, Revoke or Change Your Current Delegations (Review Proxies):

1. From **Manager Self Service**, click the **Delegation** tile.

2. Click the **Review My Proxies** link.

3. If you have delegated authority to other individuals, those transaction types are listed along with the proxy (Name), Dates, Request Status and Delegation Status.

4. To revoke a delegation, select the line(s) for the Transaction type you wish to revoke. To edit a delegation request (proxy or dates), you must revoke the original delegation and create a new one.

5. Click **Revoke**.

6. Click **Yes – Continue** to revoke the delegation request.

7. Click **OK**.

Notes:

- Proxy: When selecting a proxy, you can choose from any employee on your team that is within one level of yourself. This proxy does not have to be a manager. There is a job aid available for employees who are proxies (ES500.01 – How Do I Work Delegated Transactions as a Proxy?). The proxy does not have the ability to delegate this authority to someone else.

UNIVERSITY SYSTEM
OF GEORGIA

- Delegation Acceptance: Once you submit your delegation request, the proxy will receive an alert within OneUSG Connect where they can review and accept or deny the request. Once your proxy accepts or denies your request, you will receive an alert within OneUSG Connect indicating their choice. If a proxy denies your request, you can create a new delegation authority request to a different proxy.

UNIVERSITY SYSTEM
OF GEORGIA