How Do I Delegate Authority to Another Person to Work Transactions on My Behalf?

Navigation

- 1. Log into OneUSG HCM.
- 2. If the Manager Self Service page is not displayed, click on the blue NavBar and select Manager Self Service from the drop down listing.
- 3. On the Manager Self Service page, click the Delegation tile.
- On the Manage Delegation page, click the Create Delegation Request link.

Define the Delegation Date Range

- 5. On the **Create Delegation Request** page, enter the date range for the delegation authorization.
 - a. Click the **Choose a date (Calendar)** icon for the **From Date** field and select a begin date for the delegation authorization.
 - b. Click the **Choose a date (Calendar)** icon for the **To Date** field and select an end date for the delegation authorization.
- 6. Click the Next button.

Select the Transaction(s) to Delegate

- On the Select Transactions page, select one or more authorities to delegate.
- 8. Click the Next button.

Select the Delegate

- 9. On the **Select Proxy by Hierarchy** page, select the name of the person to serve as your delegate for the selected transactions.
- 10. Click the **Next** button.



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Review the Delegation Information

11. On the **Delegation Detail** page, validate the information associated with the delegation request. To make a change, click **Previous** to return to the selection page.

Submit the Delegation Request

- 12. After validating the delegation information, click the **Submit** button.
- 13. The system displays an informational message, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the Submit button again, as needed.
- 14. When the message indicates the submittal was successfully completed, click the **OK** button.

Review Your Delegation Request (Proxy) History

- 15. To view your delegation request (proxy) history, click the **Review My Proxies** link on the **Manage Delegation** page.
- 16. The **Review My Proxies** page displays a list of delegation requests, along with their status. NOTE: Delegation requests will be set to Inactive until the proxy accepts the delegation responsibility.
- 17. Click the Information icon associated with the proxy to view more details.
- 18. After reviewing the proxy information, click the **Return to My Proxies** link displayed at the bottom of the page.
- 19. Click the **Return to Manage Delegation** link displayed at the bottom of the page.

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Revoke a Proxy

- 20. To revoke a proxy, click the **Review My Proxies** link on the **Manage Delegation** page.
- 21. On the **My Proxies** page, click the check box associated with the delegation request to revoke.
- 22. Click the Revoke button.



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- 23. When the **Confirmation** page is displayed, click the **Yes-Continue** button to complete the revocation task.
- 24. Then, click the **OK** button.

Filter the Proxy List

- 25. Click the Review My Proxies link on the Manage Delegation page.
- 26. To filter the transaction listing on the My Proxies page, click the desired status in the Show Requests by Status field listing, and then click the Refresh button.
- 27. To remove the filter, click the **Drop Down** icon again.
- 28. Select the "blank" status row (at the top of the listing) and click the **Refresh** button.
- 29. Click the **Return to Manage Delegation** link displayed at the bottom of the page.

Complete the Task/Sign Out of Application

30. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



31. Click the **Sign Out** option in the listing.



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