How Do I View My Delegation Authorities?

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.

4. On the **Manage Delegation** page, click the **Review My Proxies** link.

Review the Delegation Transaction History

5. Review the delegation information displayed on the **My Proxies** page.

6. Click the **Information** icon to display details related to a delegation request.

7. Click the **Return to My Proxies** displayed at the bottom of the page.

Filter the Delegation History by Status

8. On the **My Proxies** page, click the **Drop Down** icon associated with the **Show Requests by Status** field.

9. Click the desired status in the listing and click the **Refresh** button.

10. To remove the filter, click the **Drop Down** icon again.

11. Select the "blank" status row (at the top of the listing) and click the **Refresh** button.

12. Click the **Return to Manage Delegation** link displayed at the bottom of the page.

Revoke an Active Delegation

13. To revoke a proxy, click the **Review My Proxies** link on the **Manage Delegation** page.

14. On the **My Proxies** page, click the check box associated with the proxy to revoke.

15. Click the **Revoke** button.

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16. When the **Confirmation** page is displayed, click the **Yes-Continue** button to complete the revocation.

17. Then, click the **OK** button.

Complete the Task/Sign Out of Application

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

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

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