Fluid delegation via MSS and ESS – Delegation is now available through a tile on the MSS and ESS home page. There is no longer a need to navigate to create, view or accept a delegation.

**Manager Self Service**

*Create Delegation Request* – Create a new delegation. New enhancements will allow you to select one or more delegates for the requests.

*My Delegates* – View transactions you have delegated to others. The screen shows request filtered on statuses. There is the capability to revoke the request via this tile.

*My Delegated Authorities (also available on ESS homepage)* – View transactions delegated to you. Accept or reject delegations.
HR Delegation Administration

To review a delegation, revoke or add a delegation on behalf of a manager navigate to Delegation

Enterprise Components>Delegation

- **My Delegated Authorities** - View transactions delegated to you. Accept or reject delegations. This is same as the available tile on the MSS and ESS homepage

- **Administer Delegation** – Review delegation requests

<table>
<thead>
<tr>
<th>Administer Delegation</th>
<th>Maintain Delegated Authorities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Selection Criteria</strong></td>
<td>Add Delegation Request</td>
</tr>
</tbody>
</table>

**Delegator** - Enter the delegator for whom you want to retrieve delegation requests. The system prompts you to select from delegators with existing requests.

**Proxy** - Enter the proxy for whom you want to retrieve delegation requests. The system prompts you to select from proxies with existing requests.

**Transaction Name** - Enter the transaction for which you want to retrieve delegation requests. The system prompts you to select from transactions that are part of existing requests.

**From Date and To Date** - Specify the specific from or to date for which you want to review delegation requests.

**Request Status** - Select the status of the requests that you want to retrieve. Request statuses are Accepted, Ended, Rejected, Revoked, and Submitted.

**Delegation Status** - Select the delegation status of the requests that you want to retrieve, either Active or Inactive.

**Search** - Click this button to retrieve delegation requests based on your selection criteria.

**Clear** - Click this button to deselect all selection criteria fields.
- **Administer Create Delegation** - create delegation requests on behalf of delegators.

[User ID] Choose the User on behalf of whom the delegation request needs to be created by the administrator.

**Create Delegation Request** - Click this button to initiate the delegation guided process.

**Step 1 Delegation Dates**

Step 1 of 4: Delegation Dates

- Start Date: [09/05/2020]
- End Date: [09/10/2020]
- Leave Blank for open-ended delegations

*Comment: Vacation delegation leave approval

**Step 2 Choose from list of click Add Delegate**

Step 2 of 4: Delegates

- [Filtered: Jared A]

Select: [Select All] [Clear All] [Add Delegate]

1 row
Step 3 Transactions

Step 4 Review and Submit