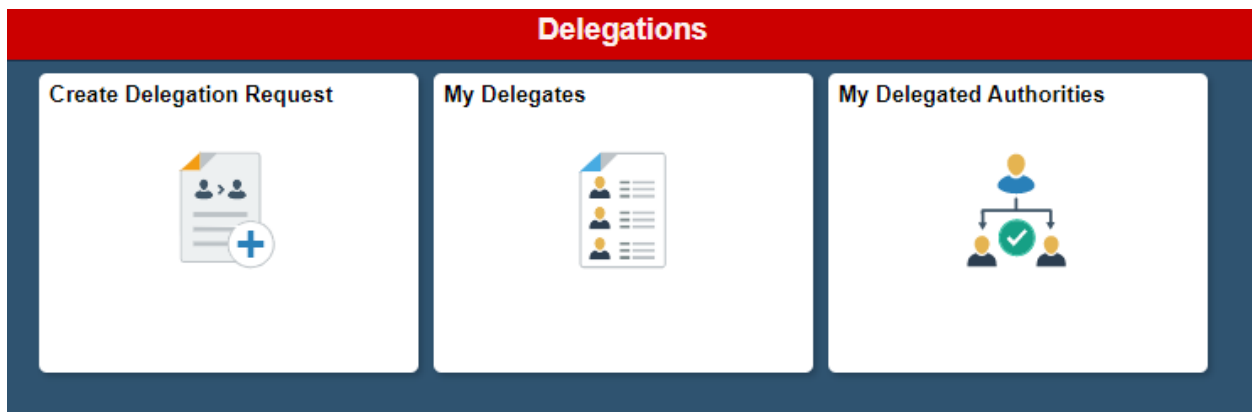
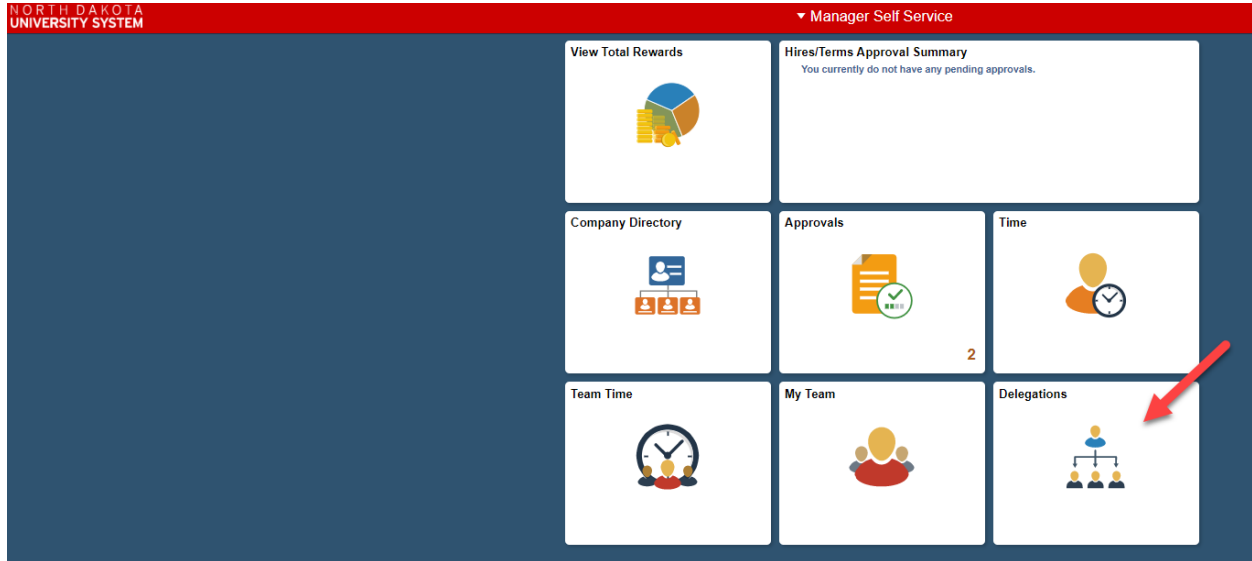


Fluid delegation via MSS and ESS– Delegation is now available through a tile on the MSS and ESS home page. There is no longer a need to navigate to create, view or accept a delegation.

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

Administer Delegation [Maintain Delegated Authorities](#)
[Add Delegation Request](#)

Selection Criteria

Delegator	<input type="text"/>	Start Date	<input type="text"/>
Proxy	<input type="text"/>	End Date	<input type="text"/>
Transaction Name	<input type="text"/>	Request Status	<input type="text"/>
		Delegation Status	<input type="text"/>

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.

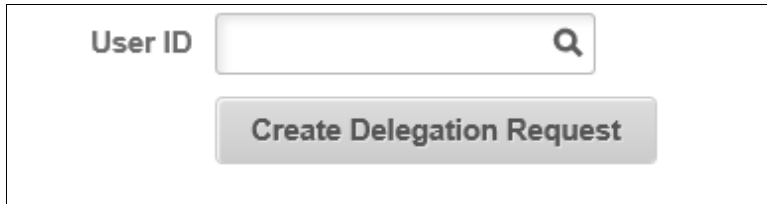
Request Status - Select the status of the requests that you want to retrieve. Request statuses are Accepted, Ended, Rejected, Revoked, and Submitted.

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.



A search box labeled "User ID" with a magnifying glass icon. Below it is a button labeled "Create Delegation Request".

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

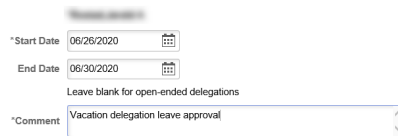
Create Delegation Request - Click this button to initiate the delegation guided process.

Step 1 Delegation Dates



A progress bar titled "Delegation Request" with four steps: 1. Delegation Dates (highlighted), 2. Delegates, 3. Transactions, and 4. Review and Submit. A "Next" button is at the end.

Step 1 of 4: Delegation Dates



Form fields for Step 1 of 4: Delegation Dates. Fields include: *Start Date (06/26/2020), End Date (06/30/2020), Leave blank for open-ended delegations, and *Comment (Vacation delegation leave approval).

Step 2 Choose from list of click Add Delegate



A progress bar titled "Delegation Request" with four steps: 1. Delegation Dates, 2. Delegates (highlighted), 3. Transactions, and 4. Review and Submit. "Previous" and "Next" buttons are at the end.

Step 2 of 4: Delegates



Table for Step 2 of 4: Delegates. The table has columns for Name, Email ID, and Phone. A red arrow points to the "Add Delegate" button. The table shows one row with the name "Rostad, Jerald A".

Name	Email ID	Phone
Rostad, Jerald A		

Step 3 Transactions

Delegation Request

1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

< Previous Next >

*Rostad, Jerald A

Step 3 of 4: Transactions

All Approve Initiate

Select All Clear All

5 rows

Description

- Absence Cancellation
- Manage Approve Reported Time
- Manager Absence Approve
- Termination Approve
- Termination Initiate

Step 4 Review and Submit

Delegation Request

1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

< Previous Submit

Step 4 of 4: Review and Submit

Delegation Details

Start Date 06/26/2020
End Date 06/30/2020
Comment Vacation delegation leave approval
Delegates
Transactions Manager Absence Approve