



Accept a Delegation (Proxy)

A delegation is a HR Links feature that allows a supervisor to delegate supervisory tasks to another employee (the “proxy”).

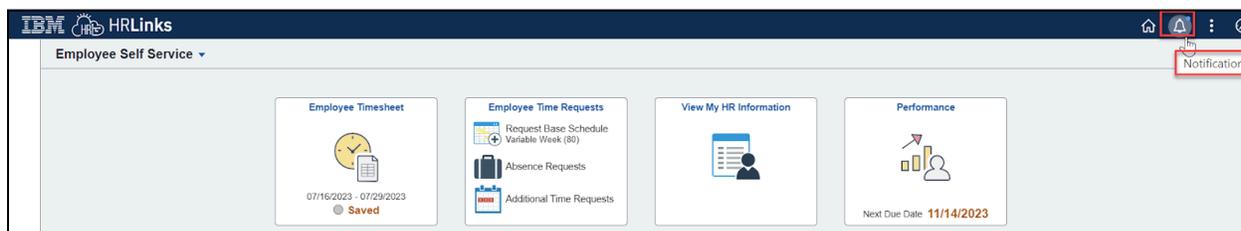
While the delegation is active, both the delegator (supervisor of record) and the proxy:

- Can approve/deny any transaction that has been delegated.
- Will receive email notifications when transactions are submitted that need to be approved (e.g., leave requests, timesheets).

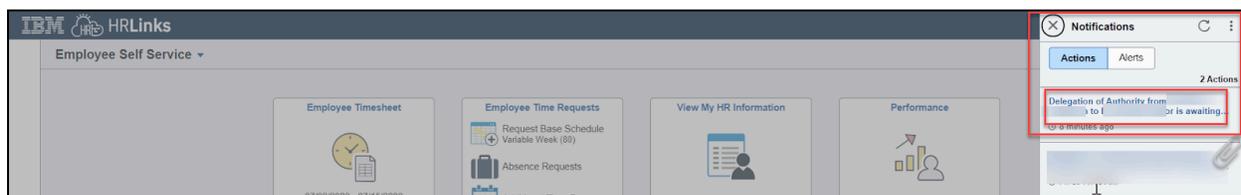
Delegations are effective immediately after the proxy accepts the delegation request, **unless** the supervisor sets the delegation to be effective on a future date. For more information on delegations review this [fact sheet](#).

Accept a Delegation - via Notifications

1. From the Employee Self Service or your Manager Self Service homepage by clicking on the **Notifications**  icon.



2. Select the action to approve the pending approval of the delegation. Review the delegation summary, add comments as needed and select **Approve**.

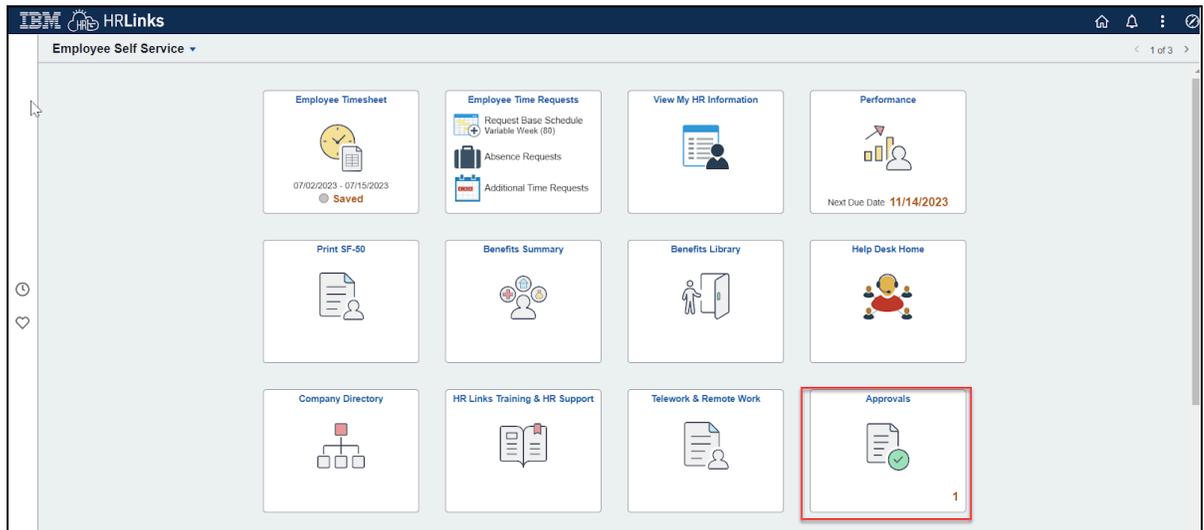


3. You have successfully accepted a delegation.



Accept a Delegation - via Approvals Tile

1. From the *Employee Self Service* or your *Manager Self Service* homepage click the **Approvals** tile.



2. Click on the Pending Delegation of Authority.



3. Review the delegation summary, add comments as needed and select **Approve**.



Delegation of Authority

Summary

Delegation From

Delegation To

From 07/20/23

To 07/21/23

Requestor

Delegated Authority

Transaction

- Absence Management
- Manage Approve Reported Time
- Manage Reported Time
- Manager Absence History Fluid
- Manager Absence Request Fluid
- Update Performance Documents

Approver Comments

Approval Chain

Approve Deny More

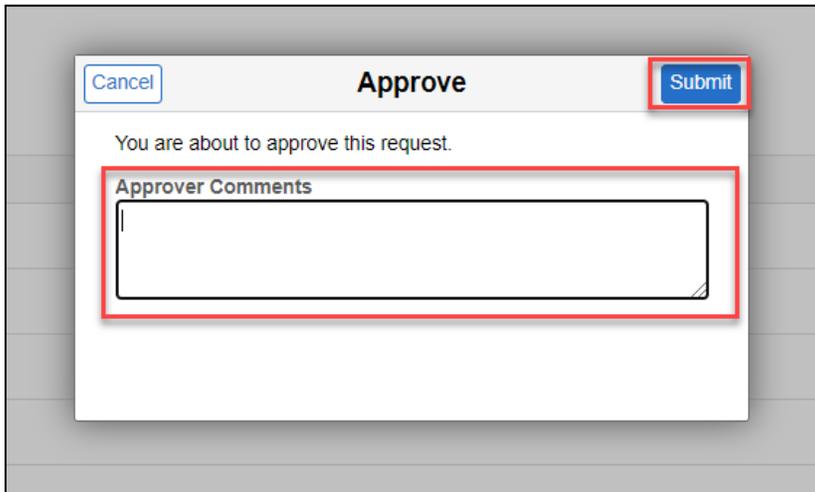
Transactions That Can Be Delegated:

Transaction Type	What the Proxy can Do in HR Links
Absence Management	Manage and approve absence requests submitted by the Supervisor’s employees. This proxy will receive absence/additional time requests in the Approvals tile.
Update Performance Documents	Manage the performance documents of the Supervisor’s employees (update performance plans, complete/submit a mid-year or annual appraisal, etc.).
Manager Absence History Fluid	View the absence history of the Supervisor’s employees within the Manage Time Tile.
Manager Absence Request Fluid	Request absences for the Supervisor’s employees within the Manage Time Tile.
Manage Approve Reported Time	Approve the timesheets of the Supervisor’s employees.
Manage Reported Time	Approve and edit the timesheets of the Supervisor’s employees.

- A pop-up message will appear. Enter any comments and select **Submit**. You have successfully accepted a delegation.



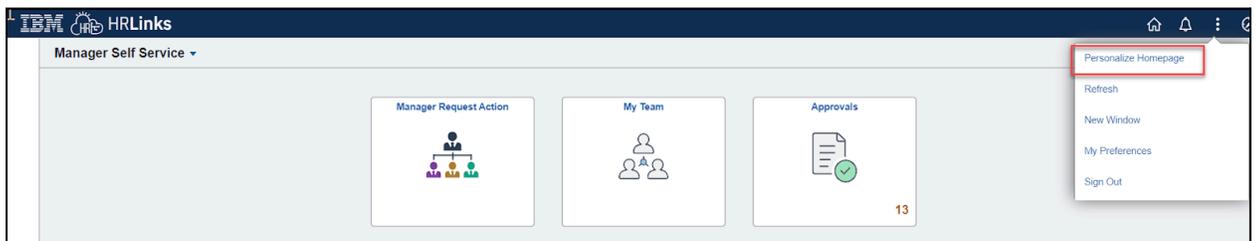
Note: If you are not currently a Supervisor in HR Links, after approving the delegation you will now have the Manager Self Service homepage.



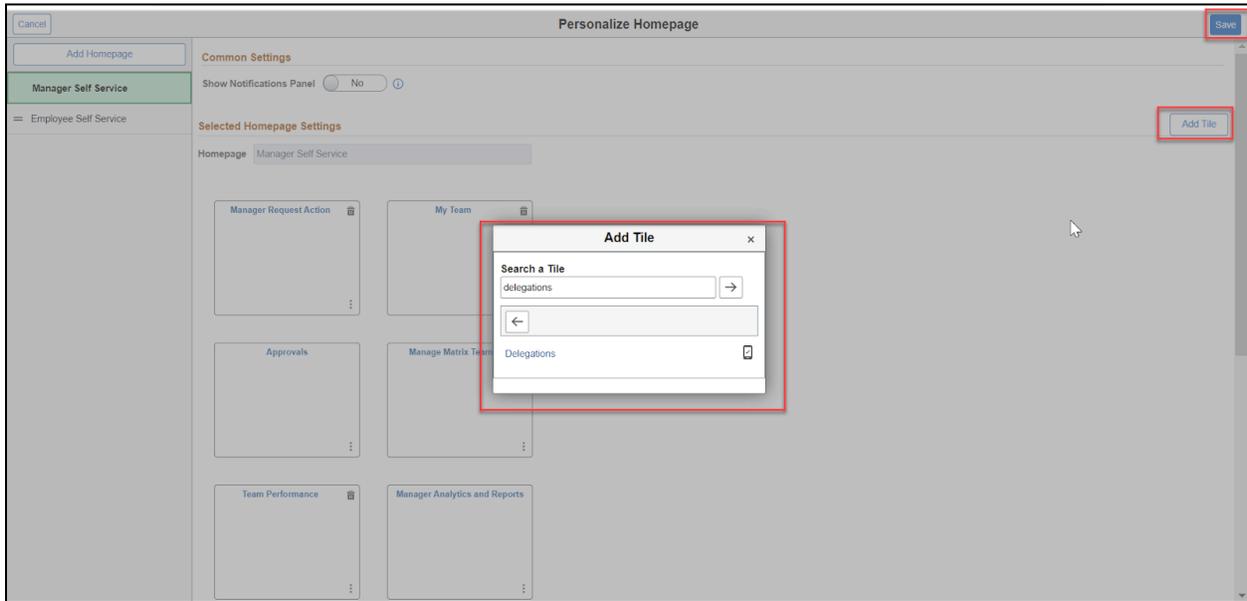
Add Delegations Tile

Add the Delegations tile to View and Manage Your Delegations.

1. From the *Manager Self Service homepage* click the Actions list icon and select **Personalize Homepage**.

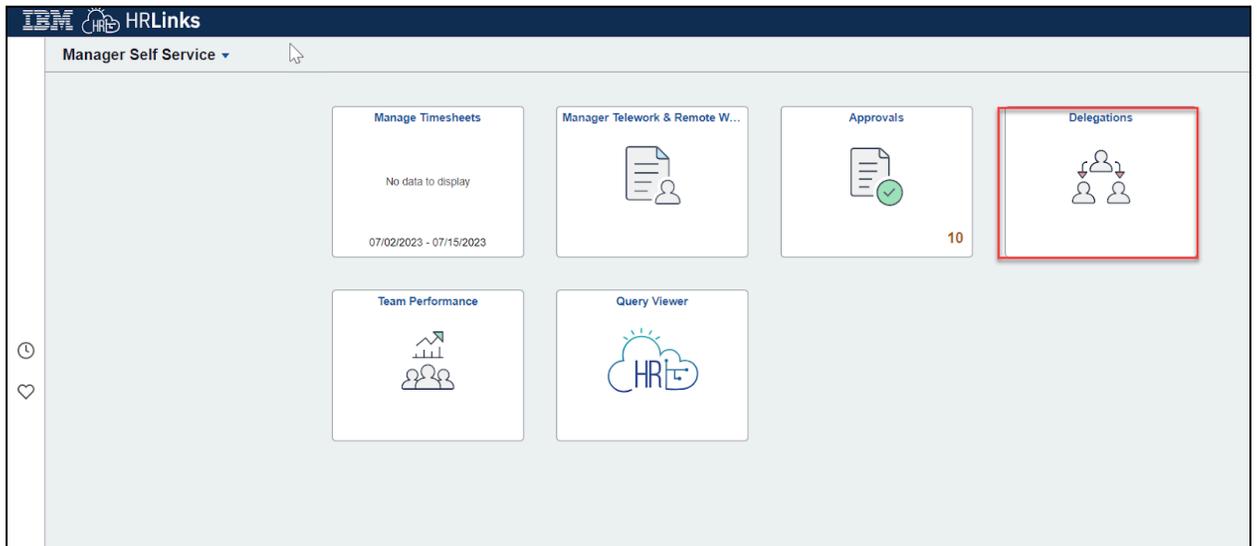


2. Select **Add Tile**. Search for Delegations in the search bar. Select the **Delegations tile** from the list. Select the **Save** button.

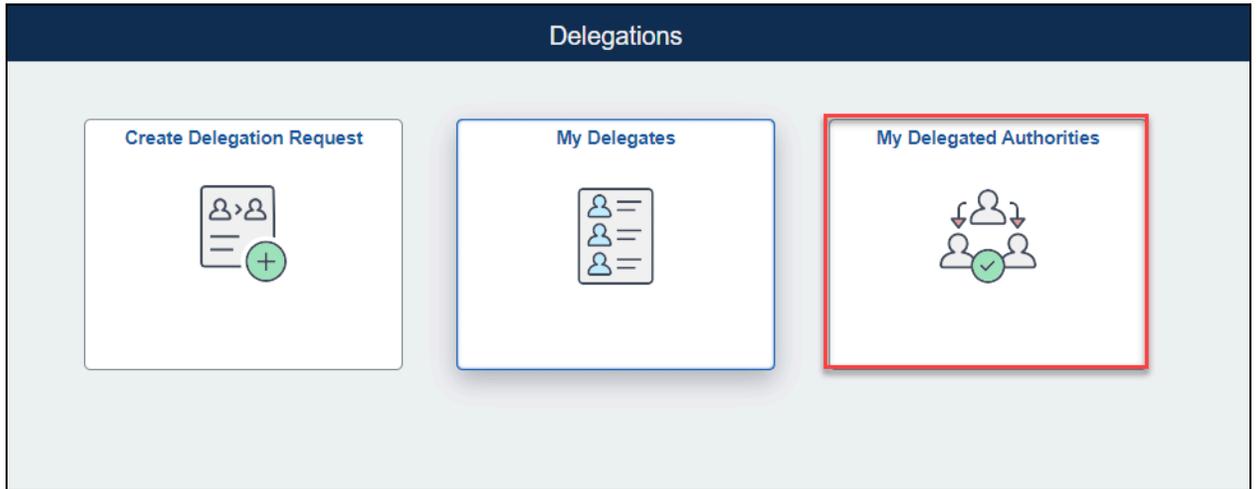


View Delegation

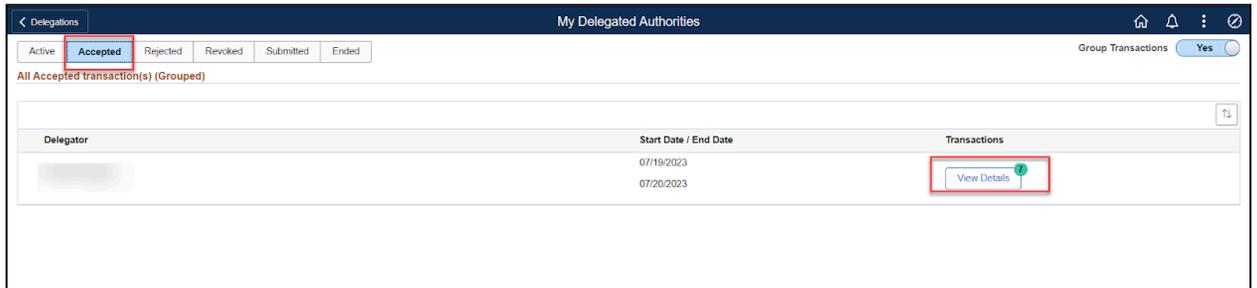
1. From the *Manager Self Service* page, Select the **Delegations** tile.

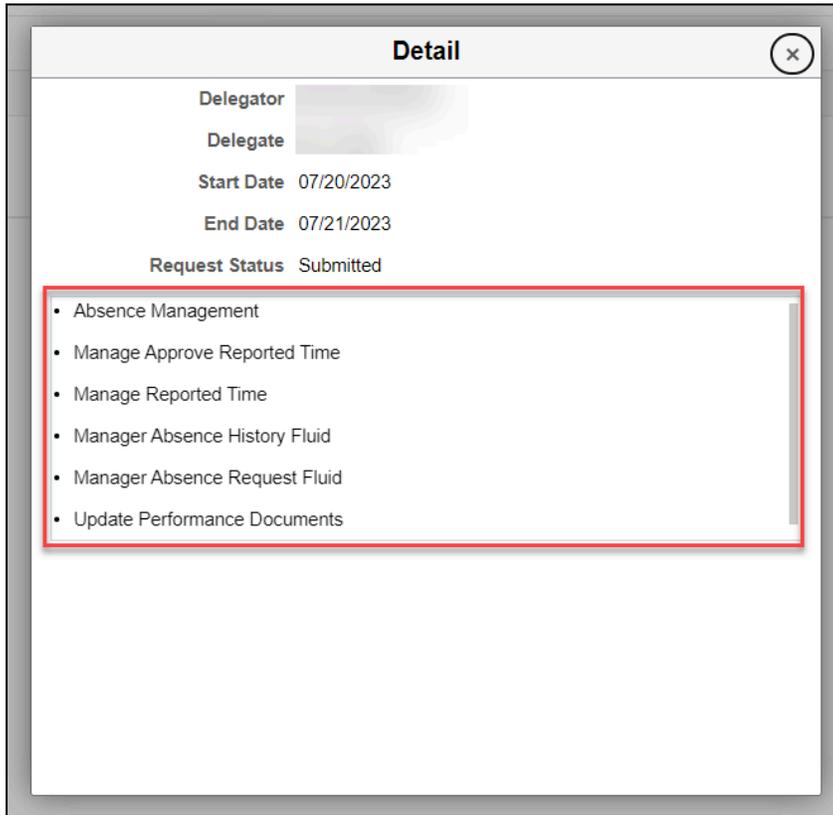


2. On the Delegations page, Select **My Delegated Authorities**.



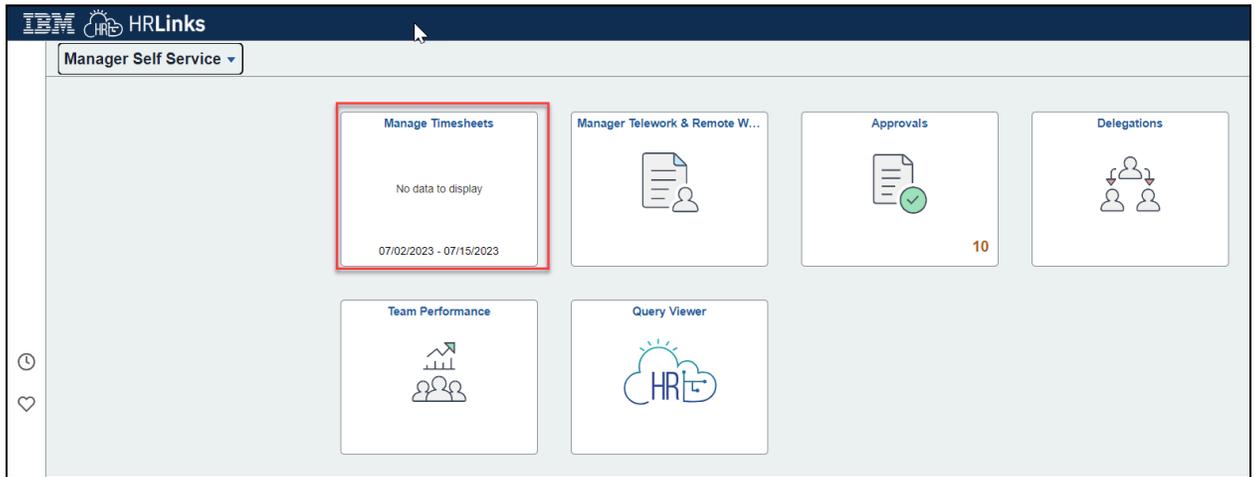
3. On the My Delegated Authorities page, Select the **Accepted** tab. Page will now display your accepted delegations. Select **View Details** to display delegated transactions.



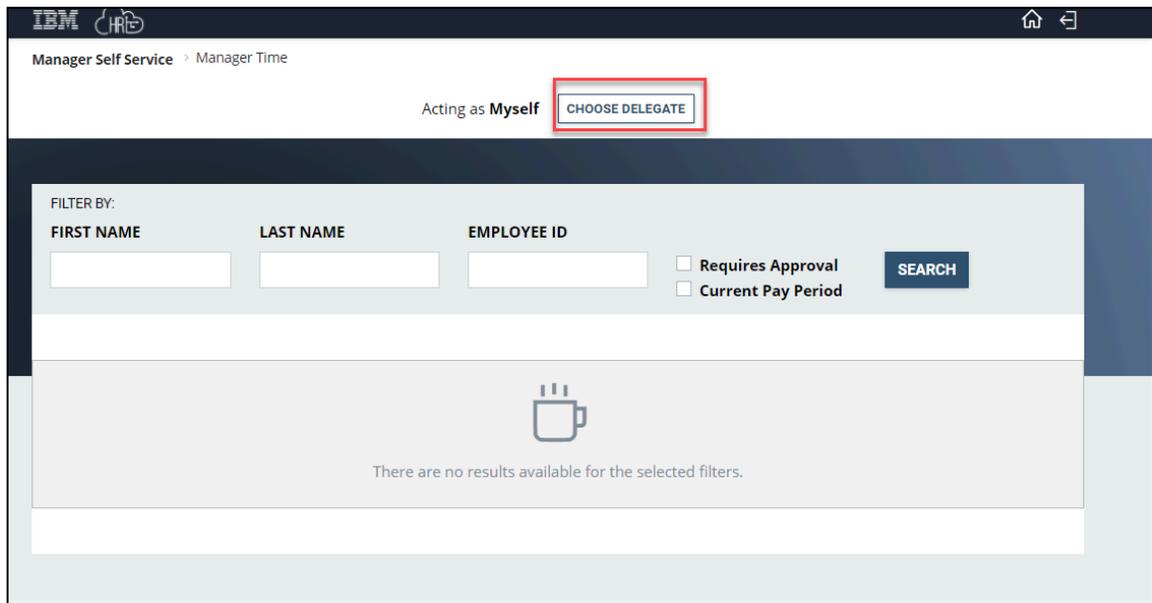


Manage Delegation (Time and Leave)

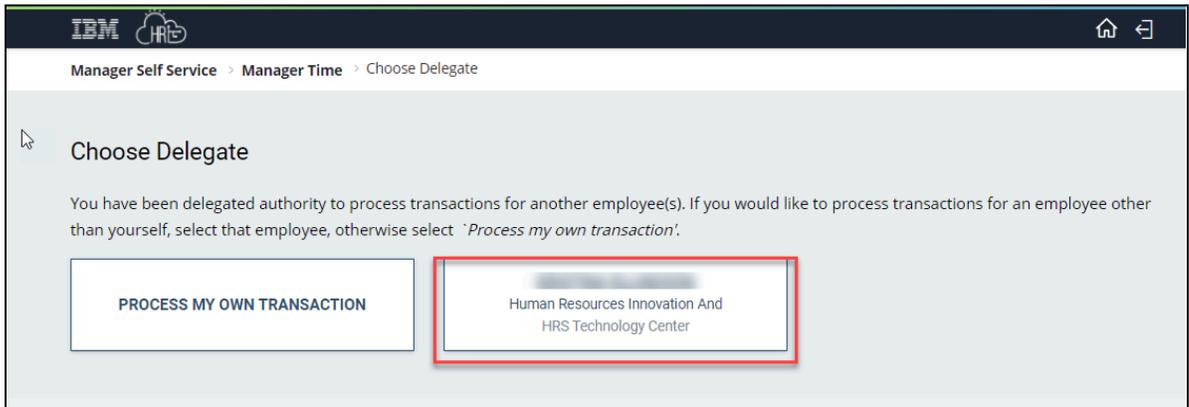
1. Go back to your *Manager Self Service Page*. Select the **Manage Timesheets** tile.



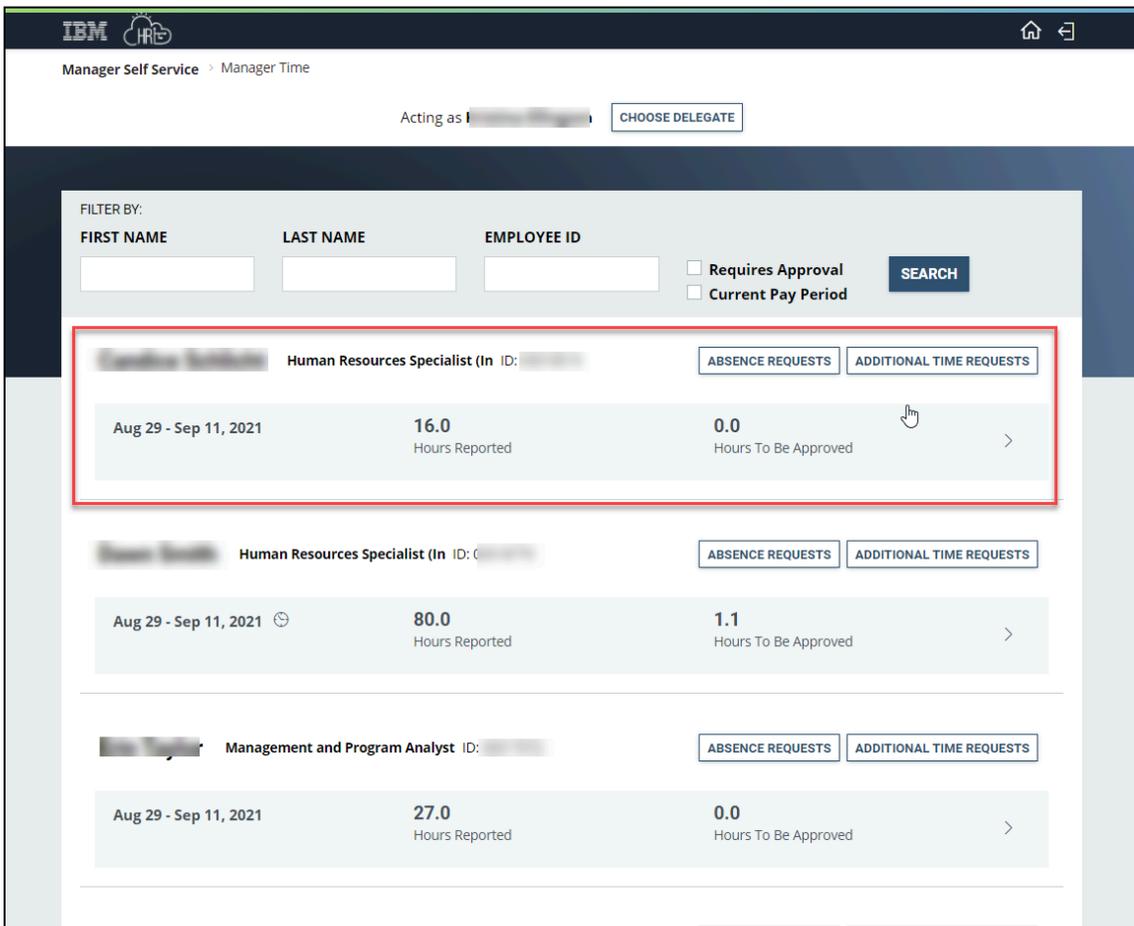
2. On your Manager Time Page, select **Choose Delegate**.



3. On the Choose Delegate page, select the employee you are a proxy for.



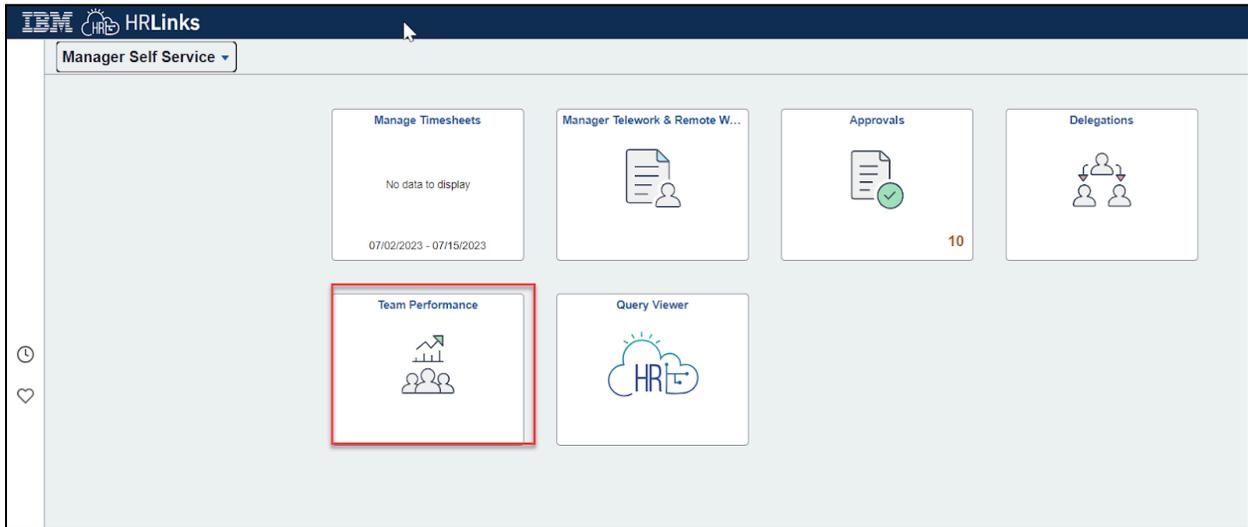
4. On your Manager Time page you can now view the employees that you've been delegated to manage. Select the employee whose timesheet or leave requests you would like to view and approve.



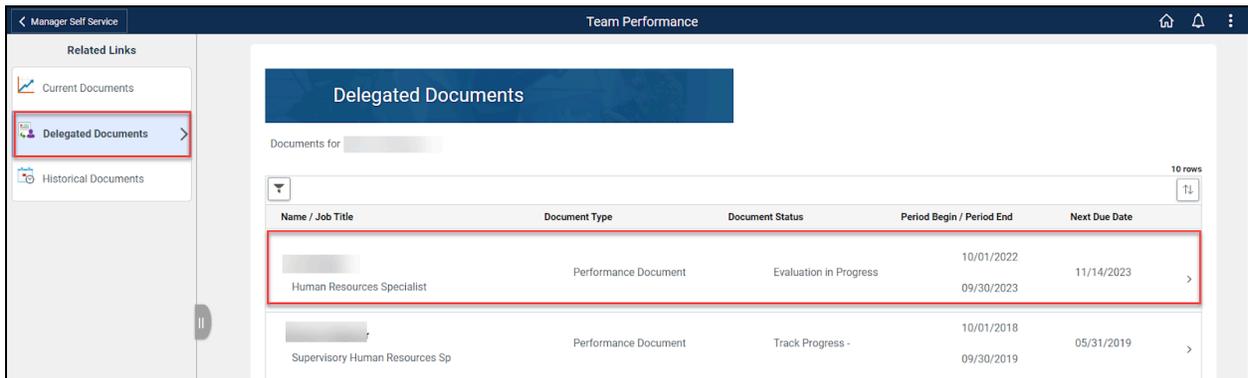


Manage Delegation (Performance)

1. From your *Manager Self Service Page*. Select the **Team Performance** tile.



2. Select **Delegated Documents** from the menu bar. Select the employee whose performance document you would like to view, update or approve.





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If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
- **Benefits:** the [Benefits and Retirement Center](#)
- **Performance Management:** the [HR performance team](#)
- **Need a new labor code in HR Links:** Contact your [regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
 - [PBS HR Service Center](#)
 - [FAS HR Service Center](#)
 - [Staff Office HR Service Center](#)
 - [Executive Resources HR Service Center](#)