Creating Delegation Requests

Communicate with your proxy before submitting a delegation request. If the proxy has never performed time or absence approval duties, remind him or her to view the training. There is a link to the time and absence approval training on the Manager Info tab in MyU (myu.umn.edu).

1. Navigate to the Manage Delegation page by clicking the Manager Info tab in MyU, then click <Delegate Approval>.

2. On the Manage Delegation page, click <Create Delegation Request>.

3. Select a From Date, the date the approval duties are given to your proxy. Select a To Date, the last day on which your proxy will perform the delegated transactions on your behalf. For an indefinite delegation period, leave the To Date blank. Click <Next>.

4. Select which transactions to include in the request. If not delegating all transactions, keep transactions related to “Time” and “Absence” together. Click <Next>.

5. On the Select Proxy by Hierarchy page, select the individual you wish to use as a proxy. You can select another employee by clicking <Search by Name>. Click <Next>.

6. Review the information on the Delegation Detail page. If correct, click <Submit>. Note: The proxy receives a system-generated email notification with a link that allows him or her to act on the request. The email contains names of both the delegator and proxy. The proxy can also navigate to Manager Info > Delegate Approval > Review My Delegations to view requests.

Transaction Link in MyU

- Equivalent Delegation Transactions
  - Approve Time
    - Manage Approve Reported Time
  - Report Time for Employee
  - Manage Reported Time
  - Approve Absence
    - Manager Absence Approve
  - Report Absence for Employee
  - Manager Absence Request
  - View Absence Balances
    - Manager Absence Balance
  - View Absence History
    - Manager Absence History
  - Manage Recruiting Tasks
    - Approve Job Offer
    - Manage Recruiting Tasks
      - Approve Job Opening
Revoking Delegation Requests

1. Navigate to the Manage Delegation page by clicking the Manager Info tab in MyU, then click <Delegate Approval>.

   
The My Proxies page is displayed. The My Proxies page lists all delegations you have created.

3. To review your current delegations, select “Accepted” in the Show Requests by Status drop-down and click <Refresh>. Delegations that have been accepted are displayed. Those delegations with a Delegation Status of “Active” are your current delegations.

   Note: Review the “Delegation Statuses and Request Statuses” job aid for more information on how to interpret these two statuses.

4. Select the delegations to revoke (each transaction type is listed as a separate delegation).

5. When all transaction types to revoke are selected, click <Revoke>.

   The proxy is notified via system-generated email that the delegation has been revoked. The email contains names of both the delegator and proxy. Approval responsibility returns to you, until you create a new delegation request that is accepted by a proxy.