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.

1. Navigate to the Manage Delegation page by clicking the <Delegate Approvals> link on the Manager Info page.
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 the two time transactions together and the four absence transactions 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 the request from the My Info tab in MyU, by clicking <Employee Center> and then <Act on Delegations>.
Revoking Delegation Requests

1. Navigate to the Manage Delegation page by clicking the <Delegate Approvals> link on the Manager Info page.


   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   The proxy is notified via system-generated email that the delegation has been revoked.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.