

## DELEGATION

The person who is **delegating** should log into :

Self Service – Manage Delegation



The screenshot shows the Trinity College Self Service interface. The header includes the Trinity College logo and the user name 'MPARUCC HCMTST'. The breadcrumb trail is 'Favorites > Main Menu > Self Service > Manage Delegation'. The main heading is 'Manage Delegation'. Below the heading, the user name 'Mary Parducci' is displayed. A paragraph explains that some self-service transactions can be delegated to others. A link 'Learn More about Delegation' is provided. Below that, a note says 'Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.' with a link 'Create Delegation Request'.



The screenshot shows the 'Create Delegation Request' page. The heading is 'Create Delegation Request'. Below it is the sub-heading 'Enter Dates'. The user name 'Mary Parducci' is displayed. There is a text input field. Below the field, a paragraph explains the date requirements: 'Enter the dates for your delegation request. Enter a From Date that is today or later. Enter a To Date that is the same as or later than your From Date. For open-ended delegation requests, leave the To Date blank.' Below this is a 'Delegation Dates' table with two rows: 'From Date' with the value '05/30/2013' and 'To Date' with the value '06/05/2013'. At the bottom are 'Next' and 'Cancel' buttons.

| Delegation Dates |            |
|------------------|------------|
| From Date:       | 05/30/2013 |
| To Date:         | 06/05/2013 |

Enter dates delegation will be valid.

For Time Approval Select :

- Manage Approve **Reported** Time
- Manage **Reported** Time

### Create Delegation Request

#### Select Transactions

Mary Parducci

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

| Delegate Transactions  |  |
|--|--|
| Transaction  |  |
| <input type="checkbox"/> Initiate Employee Information           |  |
| <input type="checkbox"/> Manage Approve Payable Time             |  |
| <input checked="" type="checkbox"/> Manage Approve Reported Time |  |
| <input checked="" type="checkbox"/> Manage Reported Time         |  |

[Select All](#)   [Deselect All](#)

    

Employees in your department will appear as possible delegates.

### Create Delegation Request

#### Select Proxy by Hierarchy

Mary Parducci

Manager - Level 25

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the [Search by Name](#) hyperlink to search for proxies outside your hierarchy.

[Search by Name](#)

| Choose Delegate                  |                  |         |              |           |                   |                 |
|----------------------------------|------------------|---------|--------------|-----------|-------------------|-----------------|
|                                  | Name             | EmpID   | Org Relation | Job Title | Department        | Supervisor Name |
| <input type="radio"/>            | Carol Kessel     | 1000448 | Employee     |           | Accounting Office | Guy Drapeau     |
| <input type="radio"/>            | Dina Jorge       | 1000336 | Employee     |           | Accounting Office | Carol Kessel    |
| <input type="radio"/>            | Kara Guy         | 1310152 | Employee     |           | Accounting Office | Carol Kessel    |
| <input type="radio"/>            | Lauren Monca     | 1446032 | Employee     |           | Accounting Office | Carol Kessel    |
| <input checked="" type="radio"/> | Rebecca Yacovino | 1312754 | Employee     |           | Accounting Office | Carol Kessel    |
| <input type="radio"/>            | Susan Spedht     | 1000344 | Employee     |           | Accounting Office | Mary Parducci   |

    

click the person you want to **delegate to**

### Create Delegation Request

Mary Parducci

You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.

This page shows who you delegated task to, and the status.

Favorites | Main Menu | Self Service | Manage Delegation

### My Proxies

Mary Parducci

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select *Refresh* to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select *Revoke*.

Show Requests by Status:

| Choose Delegate                                       |                  |                      |            |            |                |                   |         |
|---|------------------|----------------------|------------|------------|----------------|-------------------|---------|
| Transaction   | Name             | Job Title            | From Date  | To Date    | Request Status | Delegation Status | Details |
| <input type="checkbox"/> Manage Approve Reported Time | Rebecca Yacovino | <input type="text"/> | 05/30/2013 | 06/05/2013 | Submitted      | Inactive          |         |
| <input type="checkbox"/> Manage Reported Time         | Rebecca Yacovino | <input type="text"/> | 05/30/2013 | 06/05/2013 | Submitted      | Inactive          |         |

[Select All](#)   [Deselect All](#)  

[Return to Manage Delegation](#)

You will receive an e-mail for verification, as well as the person you delegated to.

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**subject:** A delegation request from Mary Parducci has been submitted for review and acceptance

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Mary Parducci on an administrator on behalf of Mary Parducci has submitted a delegation request to you. Here are the details:  
Transaction(s): Manage Approve Reported Time Manage Reported Time  
From: 2013-05-30  
To: 2013-06-05  
System to notify Mary Parducci of each request: N

You can review the request, then accept or reject the request, using the link below.

[https://adsvm21.cc.trincoll.edu/psp/hcmtst/EMPLOYEE/HRMS/c/HCDL\\_ALL.HCDL\\_MGR\\_DLG\\_HOME.GBL?Page=HCDL\\_MGR\\_DLG\\_HOME&Action=U&DELEGATOR\\_ID=1000379&DELEGATOR\\_RCD=0&TRANSACTION\\_NAME=TL\\_MSS\\_EE\\_SRCH\\_PRD&TRANS\\_ALLOWED=A&FROM\\_DATE=2013-05-30](https://adsvm21.cc.trincoll.edu/psp/hcmtst/EMPLOYEE/HRMS/c/HCDL_ALL.HCDL_MGR_DLG_HOME.GBL?Page=HCDL_MGR_DLG_HOME&Action=U&DELEGATOR_ID=1000379&DELEGATOR_RCD=0&TRANSACTION_NAME=TL_MSS_EE_SRCH_PRD&TRANS_ALLOWED=A&FROM_DATE=2013-05-30)