Delegate Transactions
Human Resources & Payroll (HR/Pay) system address hr.ku.edu

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Navigation: Self Service>Manage Delegation

Select Create Delegation Request

Enter in the From Date (date to start delegation) and To Date (date delegation ends – may be blank). Future dates are acceptable but past dates are not. Delegation ends at midnight of the To Date if not blank.

Select Next.

Select the Transaction(s) to delegate. (Sample below, options may vary based on security roles.)

Select the Delegate. The page displays suggested persons in your hierarchy which you may select or you may select any other active employee by using the Search by Name feature.

When using Search by Name you will be presented with the search options, use the Search button to bring back results and when you find the person select. Then select the Next button and a new page will be shown where you will select Submit. Once submitted a confirmation page will appear and the Delegate will be sent an email to accept the delegation. You can view delegation status under Review My Proxies on the Self Service>Manage Delegation page.

You also have the other selection buttons Previous and Cancel. To end a proxy, Self Service>Manage Delegation page and select Review my Proxies, select item and Revoke. You will also receive email confirmations.