

Delegate Transactions

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

Empowering a Community of Excellence

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.)

Delegate Transactions		
Transaction		
<input type="checkbox"/>	Approve Job Offer	
<input type="checkbox"/>	Approve Job Opening	
<input checked="" type="checkbox"/>	Initiate Hire Employee	
<input type="checkbox"/>	Initiate Rehire Employee	
<input type="checkbox"/>	Manage Approve Payable Time	If you want the delegate to approve time and correct timesheets, grant access to both of these options, reported time grants access to the timesheet.
<input type="checkbox"/>	Manage Reported Time	
<input type="checkbox"/>	Manager Absence Approve	
<input type="checkbox"/>	Manager Absence Balance	
<input type="checkbox"/>	Manager Absence History	
<input type="checkbox"/>	Manager Absence Request	

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.

[Search by Name](#)

Choose Delegate					
Name	Empl ID	Org Relation	Job Title	Department	Supervisor Name
<input checked="" type="radio"/> Employee Name Here	XXXXXXXX	Employee	Assistant Director	Human Resources	Ola Faucher

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.

Select Proxy by Name

Pamela Burkhead

Functional Systems Manager

Search for a proxy using their name. You can also select the [Search By Hierarchy](#) hyperlink to search for your proxy.

[Search by Hierarchy](#)

Last Name:

First Name:

Choose Delegate				
Name	Empl ID	Org Relation	Job Title	Department
<input type="radio"/>				

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.