Delegate Approvals

Lesson Scenario

In this lesson, you will learn to delegate approvals:

Approvers can delegate the approval of time, overtime requests, and approval requests to a proxy.
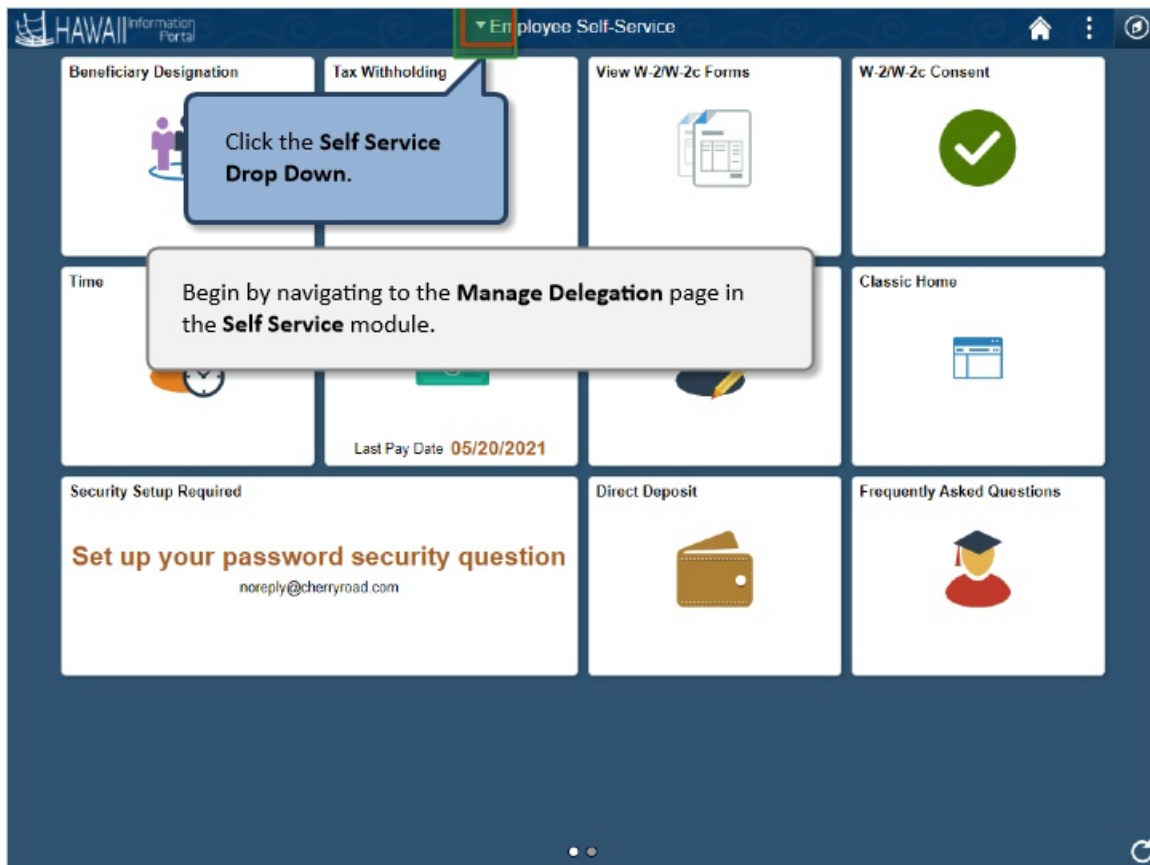
The delegation must be done in advance of the days you need the proxy to act on your behalf. Delegations are not meant to circumvent the hierarchy in your organization.

Note: Please review the delegation scenario guide posted at:
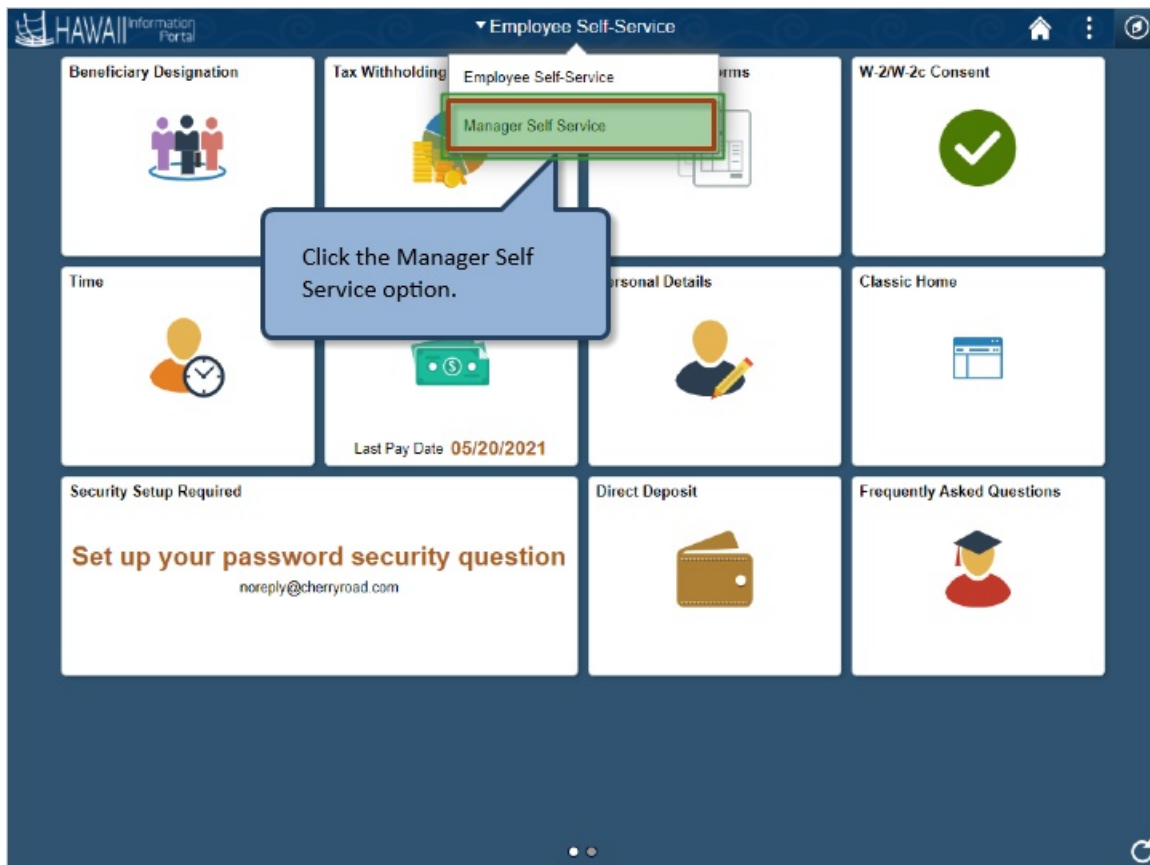https://ags.hawaii.gov/hip/files/2020/09/Delegation-Guide.pdf
Also review the SOPP for delegation information at:

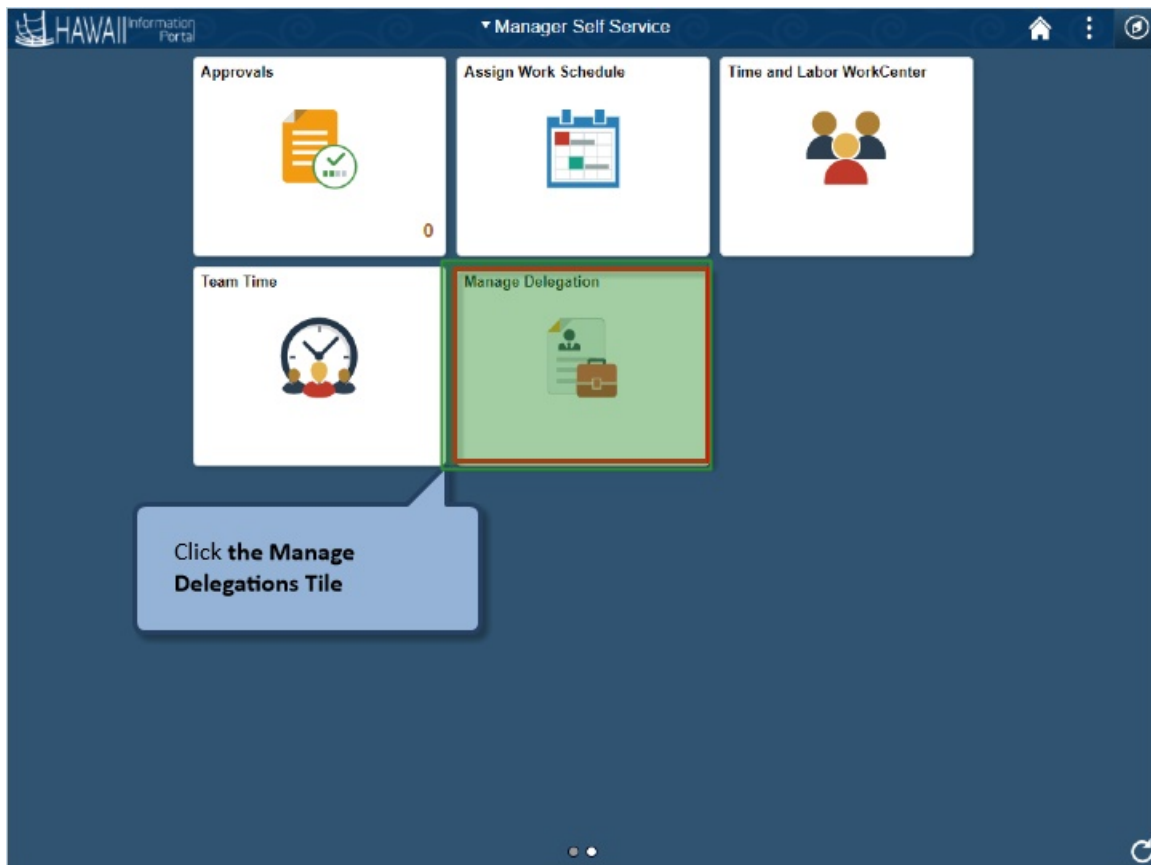https://ags.hawaii.gov/hip/files/2020/10/Time-and-Leave-Standard-Operating-Policies-and-Procedures.pdf

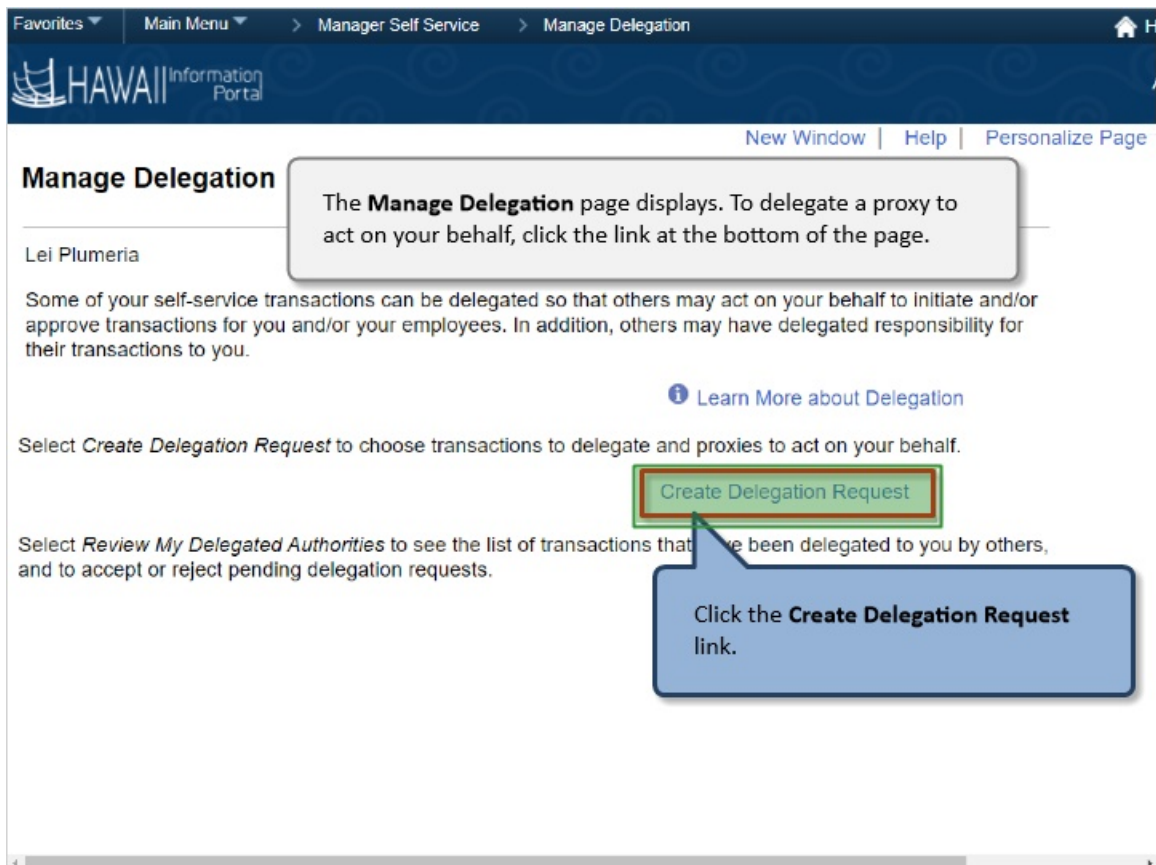Begin by navigating to the **Manage Delegation** page in the **Self Service** module.

Click the **Self Service Drop Down**.

Click the Manager Self Service Option.

Click **the Manage Delegations Tile**.

The **Manage Delegation** page displays. To delegate a proxy to act on your behalf, click the link at the bottom of the page.

Click the **Create Delegation Request** link.
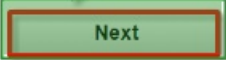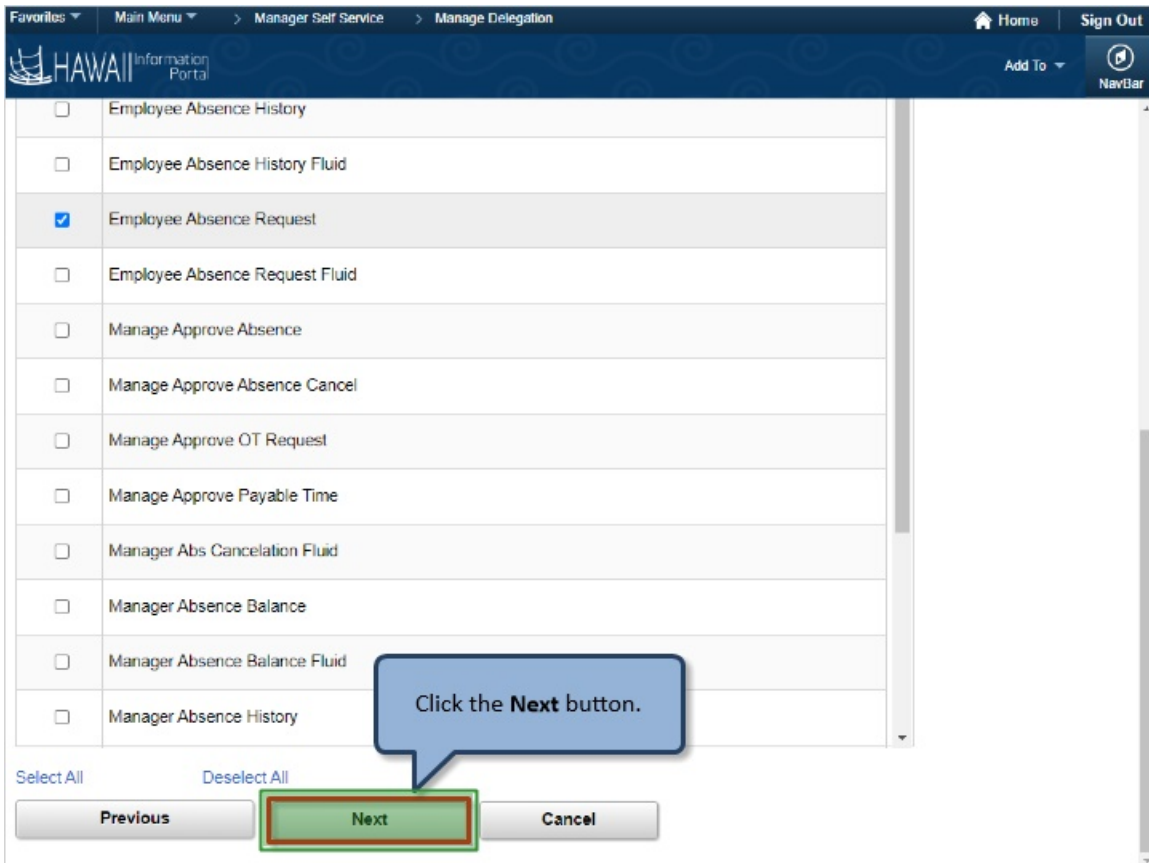
Enter the dates for your delegation request.
- Enter a **From Date** that is today or later.
Note: The **From Date** defaults to today's date.

- Enter a **To Date** that is the same as or later than the **From Date**.
Note: For open-ended delegation requests, leave the **To Date** blank.

For this example, leave the **From Date** and enter 05/31/2021 as the **To Date**.

Click the **To Date** calendar icon.

Click **'31'** on the calendar to select the date of May 31, 2021

Click the **Next** button.

You can choose to select one or more transactions to delegate to a proxy.

Click the checkbox next to **Employee Absence Request**.

Click below the **scroll bar** to move down the page.

Click the **Next** button.

This page displays persons within your hierarchy that you can select as proxies.

Note: Please ensure delegations are to people higher up in your organization so subordinates are not able to approve their own time and leave transactions as your proxy. (Not lateral or below you).

Use the radio button next to the name of the person to select that person as a proxy.

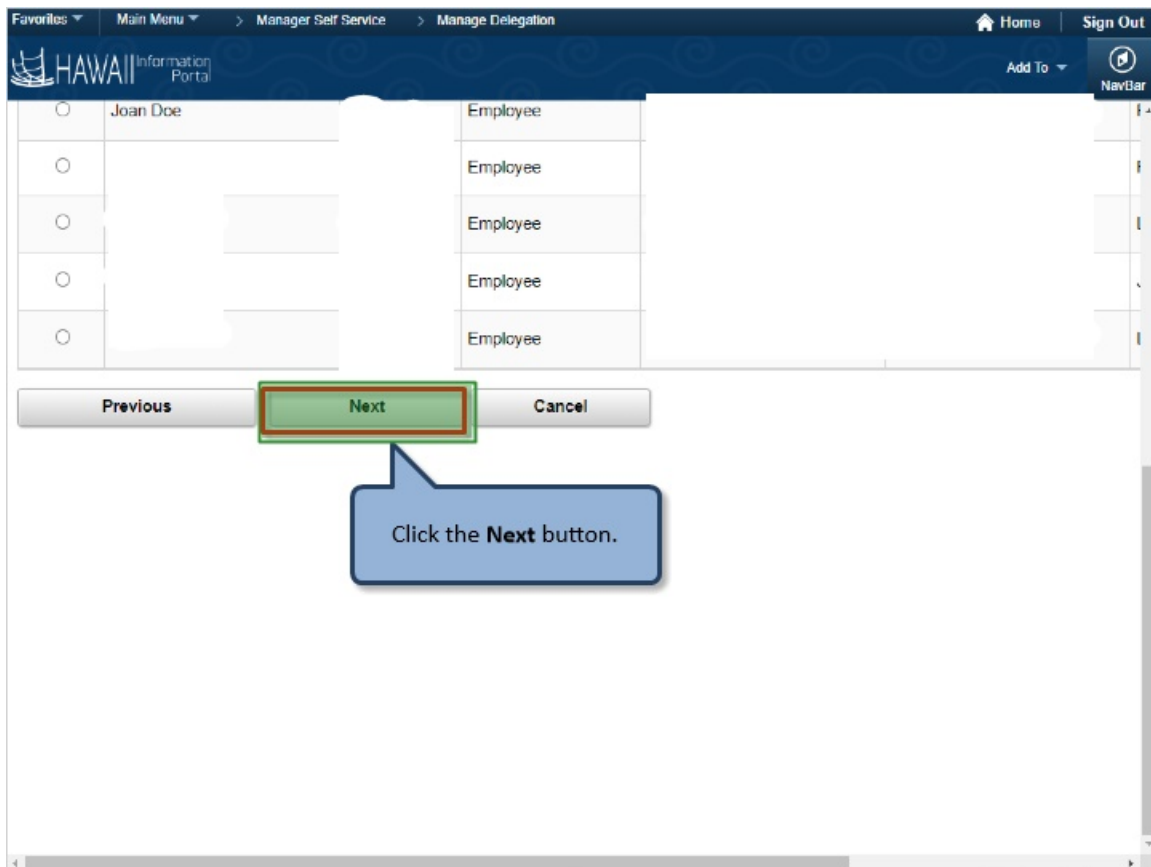You can also select the **Search by Name** hyperlink to search for proxies outside your hierarchy.

Click the radio button next to "**Cindy Doe**" to select her as your proxy.

Click below the **scroll bar** to move down the page.

Click the **Next** button.

Click the **Submit** button.

Click the **OK** button.

The proxy must accept the delegation request to conclude the delegation process.

Note: The person designated as proxy will receive an email notification.