

Proxy Accepting a Delegation and Exception Management Authority from a Supervisor

Step 1 - Approver sets up their delegation to the proxy.

Step 2 - Proxy receives notification email requesting approval to be a proxy. Proxy clicks on provided link and accepts delegated approvals through their Manage Delegation tile.

My Delegated Authorities

This page allows you to view your delegated authorities. Select a particular status and select Refresh to show the matching requests. Select the information icon for request details.

Show Requests by Status: Submitted

Choose Delegate

	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/>	Multiple Transactions		Accountant VI	06/25/2021	06/30/2021	Submitted	Inactive	i

Select All Deselect All

[Return to Manage Delegation](#)

Step 3 - Proxy must also accept exception management authority. Navigate to: NavBar > Navigator > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions. The approver who delegated to you will be selected on the screen.

Step 4 - Click Continue.

Select Role

You have been delegated authority to process transactions for another employee(s). If you would like to process transactions for an employee other than yourself, select that employee, otherwise select "Process my own transaction".

Choose Delegate

	Name	Job Title	Department	Supervisor Name
<input type="radio"/>	Process my own transaction			
<input checked="" type="radio"/>		Accountant VI		