Time & Attendance Job Aid

501 TA365: Accept or Reject a Delegation as the Proxy

Accept or Reject a Delegation as the Proxy Overview

The steps below provide step-by-step instructions for the proxy accepting/rejecting a delegation request.

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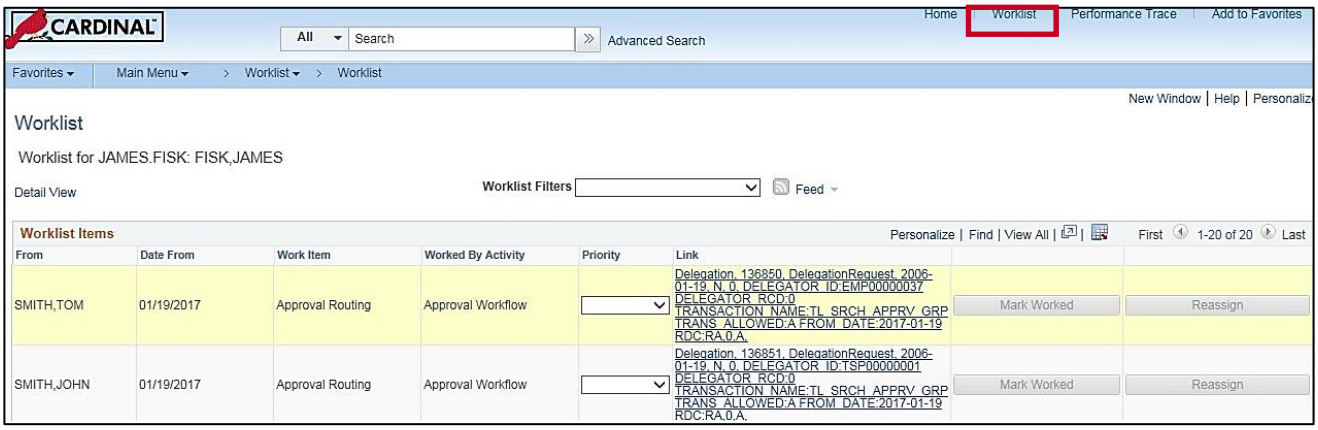
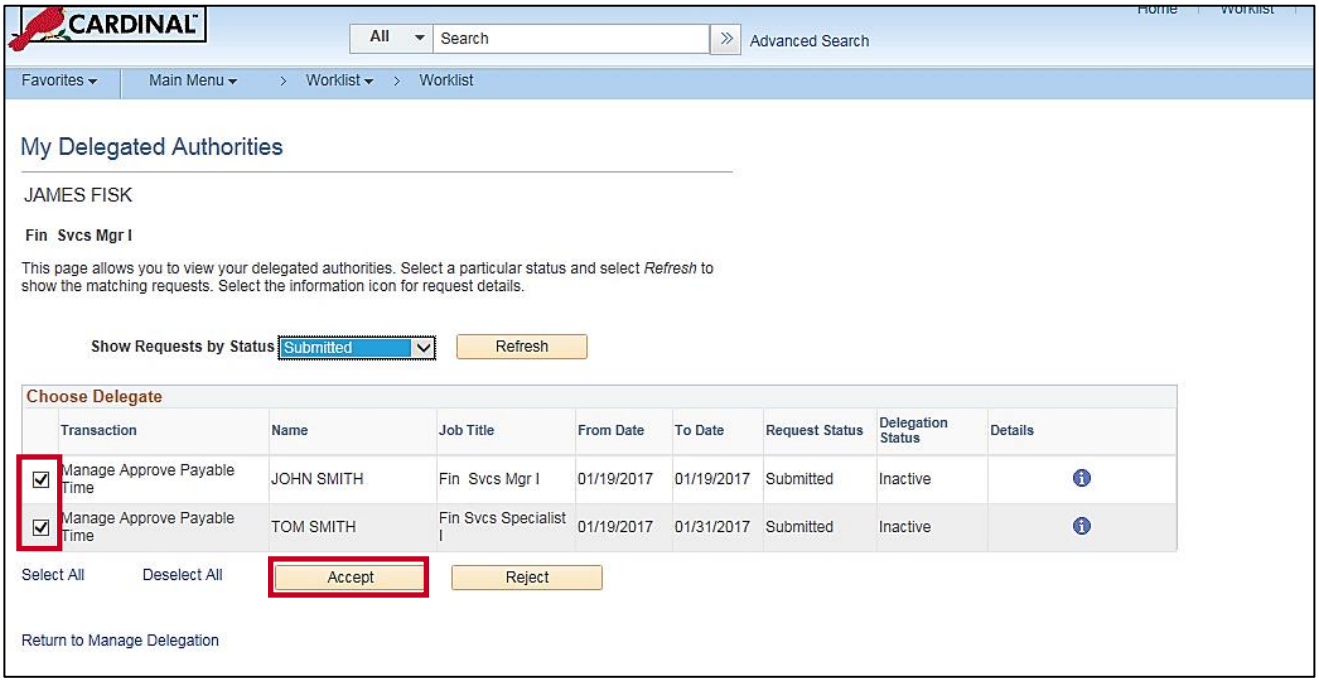
Accept or Reject a Delegation as the Proxy

The following steps show you how to accept or reject the delegation of a manager's worklist as the Proxy in the Time & Attendance process.

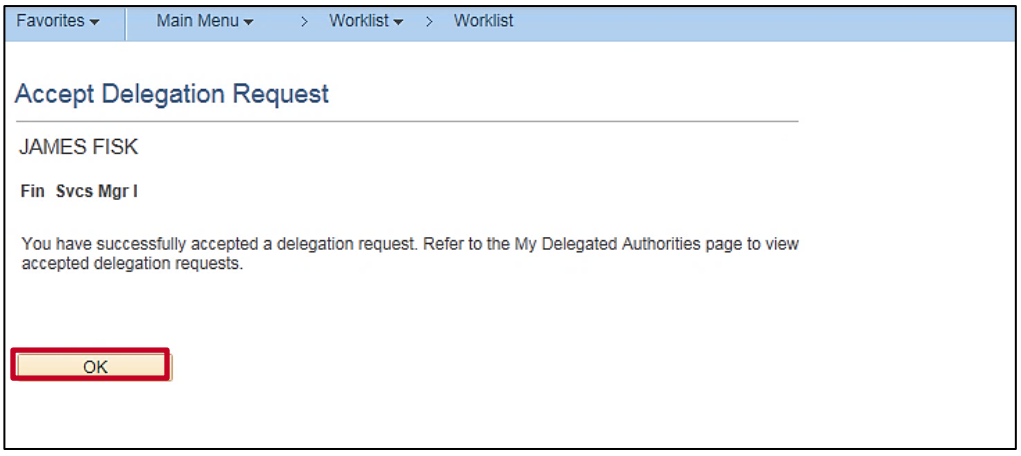


1. Click the **Worklist** link.

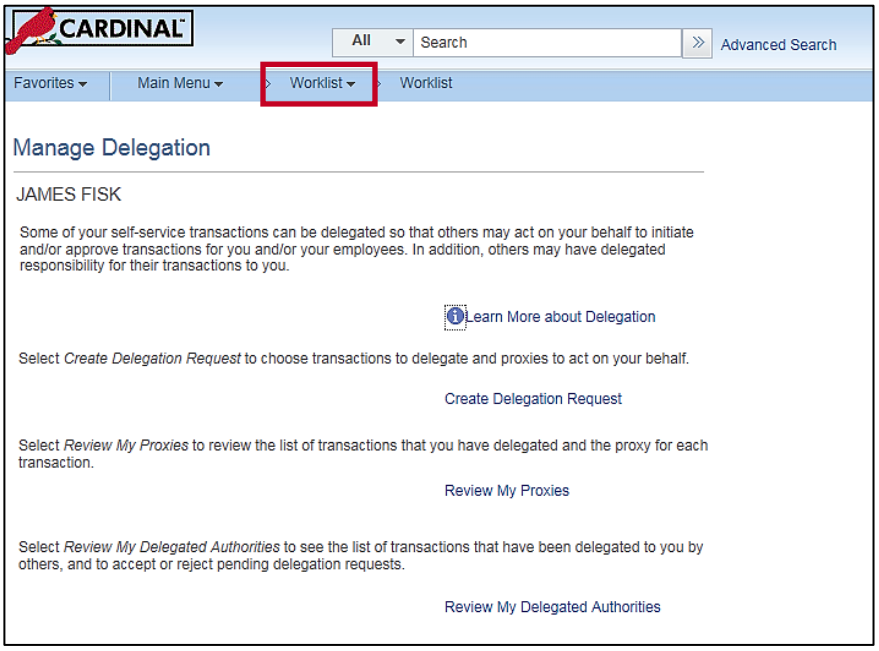


2. The **My Delegated Authorities** page displays.
3. Click the check-box next to each **Transaction** that has been delegated.
4. Click the **Accept** button.

   Note: If the proxy rejects the delegation, the delegator will receive a notification that the proxy rejected the delegation. The **Delegation Status** on the page gets set to **Rejected**.

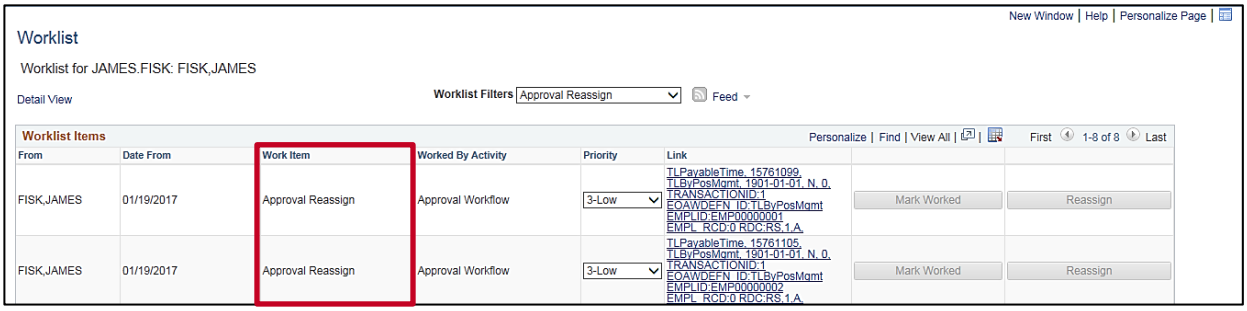


5. The **Accept Delegation Request** pop-up box displays.
6. Click the **OK** button.



4. The **Manage Delegation** page displays.

5. Click the **Worklist** link.



6. Items that were on the other employee's worklist are now added to the proxy's worklist. These items are noted in the **Work Item** column as **Approval Reassign**. The proxy is now able to access and approve as appropriate.

Note: If the **From Date** is in the future and not today, the proxy will have to wait until that day arrives to be able to accept the delegation. The proxy receives an email on the day the delegation request has been added to either accept or reject the delegation.

Any unapproved worklist items are returned to the originator/delegator when the delegation expires (i.e., when the current date equals the **From Date** entered on the delegation request.).