

## How Do I Work Delegated Transactions as a Proxy?

### Navigation

Managers have the ability to delegate authority to a proxy to handle transactions if they are unavailable to complete these tasks. If you have been made a proxy for a manager, this job aid details how to accept or reject the delegation request, how to approve delegated transactions and how to initiate transactions.

#### Accept or Reject the Delegation Request

1. Log into OneUSG Connect.
2. Click the **Notifications** flag (there will be a number indicating if you have any actions or alerts).
3. Delegation Requests are listed under the **Actions** tab. Click the **Delegation** request link.
4. On the **My Delegated Authorities** page, any delegation requests are listed. The navigation path to this page is **NavBar** icon > **Navigator** > **Self Service** > **Manage Delegation** > **Review My Delegated Authorities**.
5. Click the **Transaction** link to review the types of transactions you will serve as proxy for. When finished, click **Return**.
6. Select the transaction line and click **Accept** or **Reject**.
7. Click **OK**.

#### As a Proxy Approve/Deny Reported Time

1. Log into OneUSG Connect.
2. Click the **NavBar** icon.
3. Click the **Navigator** icon.
4. Click **Manager Self Service**.
5. Click **Time Management**.
6. Click **Approve Time and Exceptions**.



7. Click **Reported Time**.
8. Select the person who delegated authority to you and click **Continue**.
9. Click the **Get Employees** button to retrieve all employees who have reported time and that you are authorized to approve that reported time.
10. Select the **Last Name** link of an employee you need to approve reported time.
11. Select the lines to approve and click **Approve** or **Deny**. For more detailed instructions, see Job Aid MS311.01 – How Do I Approve Time?
12. Click **Yes**.
13. Click **OK**.

#### **As a Proxy Approve/Deny Delegated Absence Management Transactions or Personnel Action Transactions**

1. Log into OneUSG Connect.
2. Click the **NavBar** icon.
3. Click the **Navigator** icon.
4. Click **Worklist**.
5. Click **Worklist** or **Worklist Details**.
6. Select the transaction **link**.
7. Review the details and click **Approve**, **Deny** or **Push Back**. For more detailed instructions, see Job Aid “MS007.01 – How Do I Approve or Deny an Absence Request?” for Absence Requests or Job Aid “MS001.02 – How Do I Approve or Deny a Submitted Transaction Request?” for Personnel Actions.
8. Click **Yes**.
9. Click **OK**.

#### **As a Proxy Initiate a Personnel Action**

1. Log into OneUSG Connect.
2. Click the **NavBar** icon.
3. Click the **Navigator** icon.



4. Click **Manager Self Service**.
5. Click **Time Management** to initiate any of the following and follow the steps in the associated job aid [in the “**acting as**” field, select **Proxy for (Name)** and then select the employee]:
  - a. Submit Request to Change Time and Absence Approver (MS315.20).
  - b. Submit Request to Adjust Leave Balance (MS007.10)
6. Click **Job and Personal Information** to initiate any of the following and follow the steps in the associated job aid [in the “**acting as**” field, select **Proxy for (Name)** and then select the employee]:
  - a. Submit Reporting Chg Request (MS001.02)
  - b. Submit Retirement Request (MS001.05)
  - c. Submit Termination Request (MS001.08)
  - d. Submit Ad Hoc Salary Change (MS001.13)
  - e. Submit Supplemental Pay Request (MS001.14)
  - f. Submit Transfer Request (MS001.20)
  - g. Submit Promotion Request (MS001.21)
  - h. Submit Location Change Request (MS001.22)
  - i. Submit Demotion Request (MS001.23)
7. Click **Position and Funding** to initiate any of the following and follow the steps in the associated job aid [in the “**acting as**” field, select **Proxy for (Name)** and then select the employee]:
  - a. Add Position and Funding (MS002.01)
  - b. Change Position and Funding (MS002.02)
  - c. Inactivate Position and Funding (MS002.03)
8. Click **Forms** to initiate any of the following and follow the steps in the associated job aid [in the “**acting as**” field, select **Proxy for (Name)** and then select the employee]:
  - a. Submit Security Request (MS001.25)

