How Do I View My Delegation Authorities?

Navigation

1. Log into OneUSG HCM.
2. If the Manager Self Service page is not displayed, click on the blue NavBar and select Manager Self Service from the drop down listing.
3. On the Manager Self Service page, click the Delegation tile.

Review the Delegation Transaction History

5. Review the delegation information displayed on the My Proxies page.
6. Click the Information icon to display details related to a delegation request.
7. Click the Return to My Proxies displayed at the bottom of the page.

Filter the Delegation History by Status

8. On the My Proxies page, click the Drop Down icon associated with the Show Requests by Status field.
9. Click the desired status in the listing and click the Refresh button.
10. To remove the filter, click the Drop Down icon again.
11. Select the “blank” status row (at the top of the listing) and click the Refresh button.
12. Click the Return to Manage Delegation link displayed at the bottom of the page.

Revoke an Active Delegation

13. To revoke a proxy, click the Review My Proxies link on the Manage Delegation page.
14. On the My Proxies page, click the check box associated with the proxy to revoke.
15. Click the Revoke button.
16. When the **Confirmation** page is displayed, click the **Yes-Continue** button to complete the revocation.

17. Then, click the **OK** button.

**Complete the Task/ Sign Out of Application**

18. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.

19. Click the **Sign Out** option in the listing.