

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)

